

**Job Title : Talent Acquisition Manager**

**RESPONSIBILITIES:**

- ◆ Develop recruitment plan, strategy, and initiative to cope with business need
- ◆ Leading the execution and handling the corporate staff recruitment from junior to the top role and ensure to have the right people on time
- ◆ Manage end-to-end recruitment process, sourcing, pre-screening, coordinating assessments & interviews, conduct reference checks and maintain a relationship till the employee comes on-board
- ◆ Oversee company's social media presence and channels related to recruitment and employer branding
- ◆ Initiate and develop the recruitment projects such as: Career Fair, university presentation etc.
- ◆ Develop and maintain recruitment reports
- ◆ Develop onboarding program, lead the execution & monitoring the implementation properly.

**QUALIFICATIONS REQUIREMENTS:**

- ◆ Bachelor Degree in Human Resources Management, Business Management and/or in any related field
- ◆ At least 5 years of experience in HR recruitment from banking industry is a plus
- ◆ Proficient in use of social media and job portals as well as familiarity with business and/or professional networking
- ◆ At pleasing personality, self-starter, well-organized, good team player, intuitive, and with good presentation skills
- ◆ Has a personal commitment to operational excellence; display honesty, high integrity, professionalism and strong work ethics
- ◆ Proficiency in Microsoft office and HR system
- ◆ Proficiency in spoken and written English

Contact Info:

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