Recruitment Manager, Shanghai

About the Company

Aasia HR is a Shanghai based boutique HR company, tailor making services to every customer's specific need on the Asian market. Although being local and possessing the necessary local market knowledge, we understand the needs of a global company with great aspirations of market expansion on the biggest market of the world. With a strong experience and presence in China we can help our business partners to find and grow the people who achieve their goals and bring success.

We are now searching for a Recruitment manager, leading the research team under the direction of the Managing director of Aasia HR. The recruitment manager is responsible for supporting all HR functions, with a strong focus on the recruitment research. He/She will be in direct client contact during the recruitment process. To put it short, you help us bring amazing employees to our clients.

Main responsibilities

- Design and implement overall candidate search strategy
- Source and recruit candidates by using databases, social media etc
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact for the client and build strong candidate relationships during the selection process
- Promote our clients' employer brand

Requirements

- Bachelor's degree or above
- Preferably 2+ years' experience in executive search industry
- Good judge of character
- Understanding of Western company culture
- Ability to lead, train, and mentor employees
- Good communication skills and positive "can do" -attitude
- Excellent English is a must
- Basic Chinese (foreigners can apply too)