

Position: Office Senior, Recruitment

- **Category:** HR, Exec. / Management
- **Schedule:** Full-time
- **Salary:** N/A
- **Location:** Phnom Penh

Duties

- Manage admin work of recruitment starting from pre-interview until post-interview.
- Follow up on monthly vacancy number requests from each department.
- Average lead time to recruit employees (according to quantities of requests)
- Prepare job posting on social media such as the company's website, LinkedIn, and Telegram.
- Make a report of newly selected employees, arrange their working outlets, and provide the final list to the Heads of Department (HOD).
- Prepare a job offer letter
- Maintain the work structure by updating Job Requirements and Job Descriptions for the announcement, especially HQ headcount.
- Work with Graphic Design Officer to make job posters such as A4, FB posts, banners, and leaflets.
- Respond to developing and managing Company branding by designing a strategy to promote the working environment, compensation, benefit...etc.
- Telegram channel – post the information related to recruitment
- Response to recruitment email.
- Work with other recruitment agencies for recruitment.
- Promote our working environment by joining job fairs or other related events.
- Provide opportunities for students – Part-time and Internship
- Manage walk-in interviews twice a year.
- Work with educational Institutions/National Employment Agency to promote Job Offers.
- Record shortlist interview candidate information for further requirement
- Brief introduction/orientation to new joins.
- Issue recommendation/employment letters
- Provide a company letter for an opening bank account and provide an excel record of the new bank account to the HRA manager/Finance and Accounting Department.
- Provide monthly recruitment reports to the HRA manager

Requirement

- Bachelor's Degree in Business Administration or equivalent
- Proven work experience in HR Recruitment or other related fields
- Good command of English, both spoken and written
- Familiarity with Microsoft Office 365
- Strong teamwork & interpersonal skills
- Be friendly, flexible, honest, hard-working, and integrity
- Problem-solving attitude, Confidentiality
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