

### Job Description

**Position :** Recruitment Manager  
**Reports To :** Unit Head, Human Resource & Administration  
**Location :** Perak

#### **Job Summary:**

Manage the operation of the recruitment process, improving and streamlining activities to ensure proper workforce planning and optimization of resources.

#### **Duties & Responsibilities:-**

- Evaluation of the recruitment needs.
- Managing the process of getting proper approvals
- Drawing-up of recruitment profiles: job specification & description.
- Write job advertisements in line with the job specification and job description.
- Using effective recruitment channels (internal/ external media sources – advertisement, employee referral scheme, agencies, and head hunters).
- Design, develop selection tools and assessment criteria to identify the right candidate.
- Manage recruitment campaigns and participate in job fair
- Managing the recruitment process with managers in charge.
- Ensuring all needs is fulfilled through effective recruitment channels and processes.
- Setting-up and running recruitment channels and processes.
- Setting-up and running recruitment training for managers.
- Contact with head-hunters, recruitment agencies, Universities and authorities as regards of recruiting and employee branding.
- Liaise with manager on internship student placements.
- Manage undergraduate and graduate placements as necessary.
- Ensure the employment contract is created and up to date for every new employee and employee file at all times.
- Coordinate with Manager to conduct employee probationary period reviews in a timely basis.
- Conduct exit interviews with all leavers.
- Taking care of strategic workforce planning in-line with corporate guidelines.
- Tapping new and sustainable recruiting channels for Latexx short- and mid-term needs.
- Further improve recruiting processes by training managers.
- Employer branding activities.
- Set up strategic workforce planning in line with corporate guidelines.

<p><b><u>Executive WorkPlace International Sdn Bhd</u></b>          (Company No: 688129-H) (GST NO: 0017 0488 6272)          Suite 3A.05 Block A, Phileo Damansara 1          46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia          Tel: 603-7955-3686 Fax: 603-7958-2569</p>	<p><b><u>Executive WorkPlace International Pte Ltd</u></b>          21 Bukit Batok Crescent          #12-82/83 WCEGA Tower, Singapore 658065          Tel: 65-6223-6848 Fax: 65-6223-1748</p>
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**Requirements:-**

- Minimum Degree in Human Resources Management, Business Studies/Administration, Social Sciences, Psychology or other related discipline.
- At least 5 years' experience in their relevant field – Recruitment.
- Experience in handling foreign workers recruitment would be an added advantage.
- Managerial experience in leading people.
- Very good English.
- Open mind and flexibility.
- International exposure (either having lived abroad or work experience in an MNC)
- Potential to move upwards and be a candidate for HR Manager or other senior HR positions in the region.

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