

RECRUITMENT OFFICER (JUNIOR & SENIOR)

Main Duties & Responsibilities

From attracting suitable candidates to in boarding, you will be in charge of your own client portfolio and handle all recruitment processes.

- Visit employers to assess needs and requirements
- Draft job descriptions and manage advertisement strategies
- Screen applications, identify and approach suitable candidates
- Follow up job references and conduct candidate interviews
- Prepare executive summaries and introduce candidates to clients
- Facilitate interviews with candidates and clients
- Brief candidates on job requirements, salary and benefits
- Negotiate salary rates and finalise job arrangements between candidate and client
- Follow up and inform candidates and clients
- Support candidates integration into organisation
- File and maintaining of internal database
- Support team and management in defining new sourcing and communication strategies

Reporting to

Head of Recruitment

Requirements

The right candidate is open to learn, motivated to reach objectives and ready to learn new skills.

- Excellent verbal communication and interpersonal skills
- Analytical and decision-making skills
- Able to reach objectives
- High sense of confidentiality
- Time management, planning and organisational skills
- Outgoing and reliable personality
- Fluent in Khmer, proficiency in English (writing & speaking), French is a plus