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## Job Description

### JOB VACANCY REF NUMBER:

2023-28 (20th October 2023)

### JOB TITLE:

HR Recruiter

### PURPOSE OF THE JOB:

We are seeking a dedicated and detail-oriented HR Recruiter to join our team. The HR Recruiter's responsibilities include sourcing and selecting top talent for our organization, reviewing resumes and qualifications, conducting interviews, and managing the recruitment process.

To excel in this role, the ideal HR Recruiter should possess exceptional analytical and interpersonal skills with a keen eye for detail. Ultimately, a successful HR Recruiter will demonstrate excellent communication and problem-solving abilities, ensuring the recruitment of high-quality candidates for our team.

### DUTIES & RESPONSIBILITIES:

- Collaborate with hiring managers to understand job requirements and create tailored job descriptions.
- Develop and implement targeted sourcing strategies to identify and attract senior-level candidates.
- Partner with department heads and hiring managers to define job requirements and candidate profiles for senior-level positions.
- Source candidates through various channels, including job boards, and professional networks. Utilize various recruitment tools, platforms, and networks to identify potential candidates.
- Execute full-cycle recruitment, including job posting, resume screening, conducting interviews, and reference checks.
- Evaluate candidates' qualifications, skills, and cultural fit to ensure they align with our organization's values and goals.
- Serve as a trusted advisor to hiring managers, providing guidance and recommendations throughout the hiring process.
- Negotiate and extend job offers to selected candidates, addressing compensation and benefits.
- Coordinate and schedule interviews between candidates and hiring managers.
- Build and maintain a talent pipeline for future hiring needs.
- Stay current on industry trends and best practices to continuously improve the recruitment process.

### CANDIDATE:

We are seeking an HR Recruiter who will take the lead in talent acquisition and bring their expertise to enhance the recruitment processes across APT. The Recruiter will collaborate with various departments to identify opportunities for optimizing our hiring procedures, develop effective recruitment plans, and track and communicate progress. This role requires a combination of

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strategic thinking and hands-on recruitment skills. The ideal candidate will have a strong background in talent acquisition, recruitment strategies, and candidate management, and should be a solution-oriented professional with a passion for delivering high-quality HR services.

#### REPORTING TO:

HR Business Partner of APT

#### WORKING HOURS:

- Full-time - 5 working days.

#### PROBATION:

6 Months

#### WORK SKILLS

##### Essential:

- Minimum 5 years experience as Recruiter
- Sourcing Skills: Effective sourcing is crucial because it's the foundation of successful recruitment. Finding the right candidates through various channels is a fundamental skill for any recruiter.
- Candidate Assessment: The ability to accurately assess candidates for their qualifications, skills, and cultural fit is vital to ensure that the candidates selected are the best match for the organization.
- Communication Skills: Strong communication skills are essential for building rapport with candidates, conducting interviews, negotiating job offers, and collaborating with hiring managers. Effective communication is key to the entire recruitment process.

#### GENERAL SKILLS/ ATTRIBUTES:

##### Essential:

- Fluent in written and oral English
- Proficient in MS Office

##### Desirable:

- Fluent in the English language

#### EXPERIENCE

##### Essential:

- At least 5 years of automotive manufacturing in European Market

#### QUALIFICATIONS

##### Essential:

- Bachelor's degree in Human Resources & Administration, or a related field.

#### Salary:

- Competitive package based on experience



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