

JOB DESCRIPTION

Title	Recruitment Consultant	Department	HR
Report to		Line Manager's title	Recruitment Consultant Team Leader
Name		Last Issue date:	23.11.2023

Role

As a **Talent Sourcer**, you will be responsible for shaping the employer's image and finding excellent candidates through diverse supply channels.

Duties & Responsibilities

- ❖ Interact with potential candidates on social media and professional networks (LinkedIn, Github ..);
- ❖ Identify qualified candidate profiles using various sourcing techniques;
- ❖ Measure conversion rates, including numbers of passive candidates who turn into applicants, get invited to interviews, get offers, and get hired;
- ❖ Maintain candidate databases (via the company's Applicant Tracking System);
- ❖ Create and maintain positive relationships with candidates and the professional community;
- ❖ Communicate in a professional and engaging manner to create a positive impression of the company's employer brand;
- ❖ Monitor the performance of the search strategy and suggest improvements if necessary;
- ❖ Prepare periodic reports on candidate search progress and results to the Sourcing Team Leader or TA Manager;
- ❖ Other tasks as assigned by the line Manager.

Experience & Knowledge

- ❖ Bachelor's degree in Human Resources/ Business Administration, or related field;
- ❖ Candidates graduated majoring in German language (Freshers accepted);
- ❖ Having experience in Sourcing or International Recruitment is a plus.

Key Selection Criteria

Qualifications & Essential Skills

- ❖ Fluent in written and spoken English and German (at least B2 level) language;
- ❖ Strong problem-solving;
- ❖ Good written and verbal communication and negotiation skills;
- ❖ Able to think globally and work with various cultures/backgrounds;
- ❖ Detail-oriented, dependable, and trustworthy;
- ❖ Demonstrated flexibility in adapting to a wide variety of tasks and functions;
- ❖ Strong multi-tasking and prioritization skills with the ability to adapt to change;
- ❖ High computer literacy and good working knowledge of relevant software.

I have received this job description and have determined that it accurately reflects this position.

Line Manager's signature

Date

Employee Signature

Date

*If you are interested in this position, please send your application to this contact:

- Email: ta@gbc-engineers.com hoặc jobs@gbc-engineers.com
- Ms. Kiều Anh – TA Manager
- Ms. Lê - TA Specialist
- Phone: +84 28 7106 89 88

Application deadline: open until filled.