

Head of Recruitment, Malaysia In-house Recruitment

- Operational and country-wide focus
- Based in Kuala Lumpur, Malaysia

- Competitive Cash Compensation (negotiable) + bonus + benefits

ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.

Our client, one of the world's largest electronic engineering companies, is seeking a high calibre candidate for the position of Head of Recruitment within its main office in Kuala Lumpur.

Reporting to the HR Director, Malaysia, your primary responsibilities include:

- Managing end to end recruiting and staffing processes.
- Act as the recruitment lead for specific staffing assignments across offices in Malaysia, including working with hiring managers to understand and plan hiring needs.
- Overall responsibility for all recruitment activities for Malaysia, including working with line managers in identifying and developing recruitment plans and cost-effective recruitment and sourcing vehicles to be used.
- Lead recruitment staff in formulating job advertisements and identifying and co-ordinating hiring related activities with recruitment agencies, assessment centres and advertising providers to achieve best results and optimisation of recruitment costs.
- Lead recruitment staff in screening resumes, conducting behavioural-based interviews and short listing applicants for consideration by hiring managers.
 - Monitor and co-ordinate all candidate assessment activities.
 - Provide professional guidance to hiring managers on selection decision-making process.
 - Conduct or verify candidate reference checks.
 - Co-ordinate employment offer activities.
 - Deliver high quality candidates within specified timeframe and budget.
 - Provide support to hiring managers on best practice recruitment and selection solutions.
 - Ensure recruitment practices are in line with corporate strategies and business objectives.
 - Ensure that the recruitment practices adhere to country employment laws and regulations.
- Preparing manpower planning and attrition reports and recruitment analysis reports to management on a quarterly basis.
- Assist HR Director in all recruitment and employee performance and development management activities and issues across offices in Malaysia.

KEY SKILL AND ATTRIBUTE REQUIREMENTS

- Hands-on operational experience covering all delivery aspects of recruitment services, in-house recruitment or agency experience.
- Experience across country and professional hiring, a definite plus.
- Good communication skills and customer orientation, demonstrates sensitivity in working within a multinational company.
- High energy level with good interpersonal and relationship building skills.
- Well-organised, agile and open-minded, able to adapt to changing circumstances and move with new initiatives.
- Ability to work under pressure, challenging working environment and meeting tight recruitment deadlines.
- Good command of written and spoken English and Malay.
- Foundational knowledge of remuneration management.
- Computer literate.

WORK EXPERIENCE AND QUALIFICATION

- Bachelor degree in Human Resources Management, Psychology or related disciplines.
- 10+ years of HR experience with at least 5 years of talent acquisition and recruitment experience, preferably from within a multinational corporation.

Senior Recruitment and Talent Acquisition Managers from within a multinational environment are encouraged to apply.

The Hiring Company would like to have someone on board as soon as possible. Interested candidates, please send in your application immediately.

To apply, please email your detailed resume to ERLMS Limited on executivesearch@erlms.com. Please also indicate in the resume your current and expected salary packages (a must).

ERLMS Limited
Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.