

Interim Staffing Administrator, Asia In-house Staffing Shared Services

- **Administrative**
- **Based in Manila, Philippines**

- **Annual Cash Compensation + 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 technology and engineering company is seeking an incumbent for the position of Interim Staffing Administrator, Asia to be based in their Shared Services organisation in Manila, Philippines. This position is part of the Regional Talent Acquisition Team for Asia with responsibility to support all recruitment administration activities across countries in Asia, excluding China, India and Australia.

Reporting to the Talent Acquisition Leader, Asia and with the support of local country and regional teams, your primary responsibilities include:

- Assist and support end to end recruitment and staffing processes.
- Arrange staffing related activities and logistics.
- Schedule and organise interviews.
- Report recruitment and hiring activities.
- Data and resumes mining.
- Follow up on payment etc.
- Conduct administrative duties within the Talent Acquisition Function.
- Perform hiring related activities as assigned by Staffing Consultants and Talent Acquisition Leader, Asia.
- As and when required, assist in staffing projects or initiatives across the region.

KEY SKILL AND ATTRIBUTE REQUIREMENTS

- Hands-on administration experience covering all delivery aspects of recruitment services, in-house recruitment or agency experience
- Ability to maintain confidentiality at all times
- Good communication skills and customer orientation, demonstrates sensitivity in working across cultural lines
- High energy level with good interpersonal skills
- Well-organised, detailed oriented with good HR administration experience
- Ability to work under pressure, challenging working environment and meeting tight recruitment deadlines
- Good command of written and spoken English, additional Asian languages a plus
- Computer literate

WORK EXPERIENCE AND QUALIFICATION

- Bachelor degree in Human Resources Management, Psychology or related disciplines
- 3+ years of HR experience with at least 1 year of talent acquisition and recruitment experience, preferably from within a multinational corporation

Please note the Hiring Company is looking for a good interim resource with high possibility of converting the position to be a permanent role.

Recruitment and Talent Acquisition Officer/Administrator with Asian experience are encouraged to apply.

The Hiring Company would like to have someone on board **immediately**. Interested candidates, please send in your application immediately and by **latest Feb 3, 2010**.

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

ERLMS Limited
Management Consulting & Services

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