

Interim Staffing Consultant, Asia In-house Staffing Shared Services

- Operational and regional focus
- 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 Consultant, 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 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:

- Managing end to end staffing processes, including:
 - Act as the recruitment lead for specific staffing assignments, including working with hiring managers to understand and plan hiring needs
 - Define job descriptions of positions to be filled
 - Identify appropriate and cost-effective sourcing vehicles to be used
 - Formulate job advertisements, and identify and co-ordinate with recruitment / advertising providers to achieve best results and cost optimisation
 - Screen resumes, conduct behavioural-based interviews and short list 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
- Perform any other related responsibilities as assigned:
 - Provide support to hiring managers on best practice recruitment and selection solutions
 - Ensure recruitment practices are in line with corporate and regional strategies and business objectives
 - Ensure that the recruitment practices adhere to country employment laws and regulations
 - Identify and provide information on recruitment issues and trends, from internally within the organisation and externally in the marketplace
 - Assist in the implementation of staffing projects or initiatives across the region

KEY SKILL AND ATTRIBUTE REQUIREMENTS

- Hands-on operational experience covering all delivery aspects of recruitment services, in-house recruitment or agency experience
- Experience in cross country and professional hiring, a definite plus
- Good communication skills and customer orientation, demonstrates sensitivity in working across cultural lines
- 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, additional Asian languages a plus
- Foundational knowledge of remuneration management
- Computer literate

WORK EXPERIENCE AND QUALIFICATION

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

Recruitment and Talent Acquisition Specialists with Asian experience are encouraged to apply.

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

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.