

Recruitment Manager – Malaysia

In-house position

- Based in Negeri Sembilan

- Annual Package: Cash Compensation Negotiable + Performance 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, a semiconductor and engineering service company, is seeking an in-house Recruitment Manager to be responsible for all talent acquisition and recruitment activities for its organisation in Malaysia.

Reporting to the Head of Human Resources, Malaysia, your primary responsibilities include:

- Oversee, lead, direct and manage the talent acquisition management and recruitment department within the HR function in Malaysia.
- In conjunction with the Head of Human Resources, Malaysia, act as the key approval for all employee recruitment plans in the country.
- Act as the key advisor to senior management and functional managers in Malaysia on all talent acquisition management activities and employee recruitment issues and provide advice, solution and support to management when required.
- Lead, direct and manage the recruitment team and recruitment activities, ensuring manpower planning requirements and business objectives of the company are met.
- Assist Head of Human Resources, Malaysia in:
 - Leading the development of the organisation's talent acquisition frameworks; reviewing, developing and implementing consistent and effective policies and systems while adapting to the unique differences required for the country due to local predominant market practices and/or statutory regulations,
 - Identifying and evaluating external executive search firms and candidate assessment providers and in negotiating external providers' service offerings and fees,
 - Providing directions to HR teams and local country management to ensure recruitment plans and activities meet local business plans and objectives,
 - Defining, developing and implementing long and short term employee recruitment strategies, programmes and plans to ensure that they align with corporate recruitment and business strategies, plans and objectives, and in preparing annual recruitment budget for the company in Malaysia,
 - Planning, designing and developing employee recruitment and selection strategies, policies, programmes and campaigns, ensuring that they are integrated with HR planning activities and objectives,
 - Leading the preparation and implementation of the yearly talent acquisition and employee development training plans by working closely with different business functions to analyse and identify recruitment and employee development requirements,
 - Recommending, building, organising and delivering employee recruitment initiatives and programmes to support line management in the achievements of key business imperatives,
 - Providing guidance and coach line managers in recruitment and selection process - interviewing, selection, competency assessment and other related recruiting and selecting processes,
 - Partnering with Regional Talent Acquisition and Recruitment Team on the design and implementation of regional recruitment plans and initiatives, and
 - Leading all activities relating to employee recruitment and play a leadership role in key executive recruitment plans.
- Work closely with local country human resource management team and regional recruitment teams on employee recruitment issues and initiatives and to exchange knowledge and know-how.
- Liaise with line managers and regional office to ensure effective employee recruitment programmes are implemented within agreed timeframes and hiring objectives.
- Play an active part in all recruitment and selection processes, in particular for managers and above levels.
- Interact with corporate teams and external partners to identify best practices, best solutions and know-how in recruitment and employee assessment issues.
- Hire, lead, direct, train, motivate and manage recruitment staff to perform to achieve desired results; including providing guidance and coaching subordinates in selection and recruitment processes to increase staff recruitment skills and to ensure hiring success and effectiveness.
- Collaborate with external universities, institutions, and executive search and recruitment firms to carry out specific recruitment campaigns and assessment of senior executives.
- Establish and build strong relationships with external training providers to keep abreast of employee development trends and practices in the market.

KEY SKILL AND ATTRIBUTE REQUIREMENTS

- Strong business acumen with sound executive recruitment and selection and talent acquisition management experience.
- Exposure to candidate assessment tools and methodologies from reputable assessment providers.
- Ability to see the big picture and to think long term perspectives.
- Comfortable at dealing with people of all levels and nationalities with strong networking skills.
- Strong interpersonal, presentation, communication and persuasive skills that can influence senior management.
- Good command of written and spoken English and Bahasa Malaysia; additional Asian languages a plus.
- Experience in dealing and negotiating with executive search firms.

WORK EXPERIENCE AND QUALIFICATION

- Bachelor degree or above qualifications.
- Professional training qualifications granted by internationally recognised Assessment Centres preferred.
- 12+ years of HR management experience with at least 8 years in-depth talent acquisition, recruitment and selection

experience.

- Regional experience gained from within a multinational corporation is highly preferred.
- Management and executive hiring experience a definite plus.

In-house and External Recruitment Specialists and Managers from within a reputable executive search firm or multinational company 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 with a covering letter explaining your suitability for the position 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.