

Staffing Specialist In-house Recruitment

- Operational and country-wide focus
- Based in Manila, Philippines

- 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 technology and engineering company is seeking a high calibre candidate for the position of Staffing Specialist within its Global Operations Group in Manila, Philippines. This position within the Corporate HR Shared Services of the Philippines has responsibility to support all recruitment activities of the Global Operations Group across the country.

Reporting to the HR Director, Corporate Office in Manila, 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.
 - 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 strategies and business objectives.
 - Ensure that the recruitment practices adhere to country employment laws and regulations.
- Position is within the Global Operations Group and requires working on shifts as the workforce of the company is on shift work.

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.

Recruitment and Talent Acquisition Specialists 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 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 (a must).

ERLMS Limited
Management Consulting & Services

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