

Senior Executive - Talent Acquisition

Location

HO/ Corporate Building - 6th Floor

Closing Date

12/31/2021

Description



- Responsible for providing recommendation to the line management on alternative solutions for their manpower requirement.
- Ensure that the vacancies of net new positions and replacements are completed effectively and timely manner
- Responsible for identifying the talent requirements and develop sourcing channels as per the portfolio requirements
- Should engage with advertising channels and partners for the branding sessions and advertisements.
- Should provide recommendations on improvement areas of the advertising channels.
- Responsible for preparation of advertisement for the available vacancies and coordinate with the corporate communication department for continuous improvement of advertisement to ensure the advertisements are effective and attract the target group
- Develop selection methods/ tools based on the requirement of the portfolio.
- Source suitable candidates from the available talent pipeline for the required positions in the portfolio
- Responsible for scheduling interviews and select interview panel based on the complexity and hierarchy of the positions
- Ensure all candidates are assessed based on the assessment controls available in the assessment center and as per the requirement of the line management
- Responsible for coordinating the Dialog Internal Mobility Policy (DIMP programme) for internally transferred employees to ensure that they are satisfied with the internal movement
- Should provide audit report/ SLA achievement as and when required

Entry Requirements

- Possess a degree or a Professional Qualification in Human Resource Management from a recognized institute/university
- Sound Written and verbal communication skills,
- Excellent report writing
- Minimum 3-4 years of experience in the relevant field