

Vacancy

Group Human Resources

Organisation Development & Talent / Talent Acquisition

Senior Human Resources Specialist

[Ref.: GHR/OD&T-SHRS]

We are looking for a high calibre HR professional to join our Talent Acquisition team in Organisation Development & Talent Department under Group Human Resources. Reporting to the Group Human Resources Manager – Talent Acquisition with key responsibilities and requirements of the position summarize as follows :

The Position Profile:

- Support Talent Acquisition Manager / Assistant Manager to coordinate with hiring managers in identifying and documenting staffing needs
- Work with the hiring managers to prepare job description for the identified roles and ensure the role requirements and the agreed selection criteria are well documented
- Coordinate with selected vendors to source applicants through various channels including agency, job posting and online channels, such as LinkedIn and other professional networks
- Plan and coordinate interview and selection procedures, conduct candidate screening process based on the agreed requirement, with available tools including AI platforms and additional follow up personal screening, etc.
- Work with TA Manager/Assistant Manager to provide a shortlist of candidates to the business with justifications for the final selection process
- Provide support to recruitment related events including online campaigns, job fairs, etc.
- Provide onboarding support to new hires using various tools, including in-person briefings, onboarding videos, onboarding systems, etc. to ensure a good new joiner experience
- Keep records of all materials used for recruitment, including interview notes, test batteries, recruitment related analytic reports, and other related materials

Requirements:

- A recognized university degree in Human Resources Management, Psychology, Business Management or other relevant disciplines.
- Minimum 2 years' experience as Talent Acquisition Specialist or similar roles
- Familiar with social media, C.V. databases and professional networks
- Experience with full-cycle recruiting, using various interview techniques and evaluation methods
- Knowledge of Applicant Tracking Systems and experience in using LinkedIn Talent Solutions
- Proficiency in documenting processes and keeping up with industry trends
- Excellent interpersonal and communication skills
- Good command of written and spoken English, Mandarin and Cantonese

Please apply by sending email to ghr@clp.com.hk giving a detailed C.V., including academic qualifications, career history, major achievements and personal attributes on or before **13 August 2022**.

Important: To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: GHR/OD&T-SHRS_Last Name_First Name_Other Names (if applicable)

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications. For details of the Personal Information Collection Statement, please visit our website: <https://clp.to/engPICS>

For further information on our company, please visit our website: <https://www.clpgroup.com/>



Date Exhibited: 6 August 2022
Date Withdrawn: 13 August 2022

Information Classification: PROPRIETARY

(本項職位空缺只備英文版本)