

## JOB DESCRIPTION

<b>Job Title</b>	EXECUTIVE, HUMAN RESOURCE (TALENT ACQUISITION)		
<b>Function</b>	Human Resource	<b>Grade</b>	E1
<b>Department</b>	Group Human Resource	<b>Company</b>	MINDA GLOBAL MANAGEMENT SDN BHD
<b>Reports To</b>	Manager, Human Resource – Recruitment	<b>Reporting Structure</b>	Direct
<b>Location</b>	Level 8, Cyberjaya	<b>Travel Requirement</b>	No

### Job Overview

This role plays a vital part in building a skilled and motivated workforce to drive organizational success.

### Responsibilities

- Work closely with hiring managers to understand the specific requirements of open positions.
- Create detailed job descriptions, determine the necessary qualifications and skills, and develop a recruitment strategy.
- Utilize diverse approaches to identify prospective candidates, including job platforms, social media, professional networks, and employee referrals.
- Review resumes, conduct phone interviews and assess candidates for job and cultural fit through comprehensive screenings, interviews, and evaluations.
- Manage and process all necessary hiring paperwork for new hires.
- Stay updated on industry trends and market conditions to inform recruitment strategies and ensure competitiveness in attracting top talent.
- Be prepared to undertake any other responsibilities or assignments as assigned by management and superiors.
- Manage and oversee orientation and onboarding processes.

### Qualifications

#### Required Qualifications

- Must have a Bachelor's degree or equivalent in related field preferably in Human Resources, Business Administration, Psychology or equivalent.
- Possesses at least 4 years of solid related working experience with a strong grasp of end-to-end recruitment procedures.
- Proficiency in social media, resume databases and professional networking platforms.
- Thrives to work in a fast-paced environment and manage multiple recruitment processes simultaneously.
- Amiable demeanor and ability to communicate with individuals at various organizational levels.
- Ability to work with MS Office Suite.

#### Preferred Qualifications

- Agile, proactive and able to work independently.
- Have a high level of commitment and a team player.