

## China Recruitment Specialist

**Location:** Shanghai

### Company

Our client is a leading worldwide shipping group present in more than 160 countries.

### Job Summary

This position is responsible for managing full-cycle recruitment across all corporate functions within China Cluster scope. This role focuses on sourcing, attracting, and hiring top talent while building a robust talent pipeline, fulfilling company staffing objectives and enhancing our employer brand.

### Job Responsibilities

- Manage end-to-end recruitment for all corporate functions, including screening, interviewing, facilitating selection processes and offer negotiation, ensuring seamless and positive candidate experience throughout the recruitment journey.
- Work closely with HRBP and hiring managers to understand hiring needs; Collaborate with hiring managers to define job requirements, develop job descriptions, and align recruitment strategies with business needs.
- Proactively source candidates through various channels (e.g., job portals, social media, professional networks, and referrals).
- Build and maintain a sustainable talent pool for critical and recurring roles and leverage innovative sourcing techniques to attract diverse and high-quality candidates.
- Maintain and develop relationships with recruitment agencies, headhunters, and other external partners, guaranteeing SLAs are met or exceeded.
- Explore and implement new recruitment channels to optimize talent acquisition efforts.
- Maintain and enhance the company's employer brand-focused WeChat public account, ensuring engaging content and timely updates.
- Support employer branding initiatives to strengthen the company's reputation as an employer of choice.
- Engage or lead campus recruitment activities as required, including career fairs, campus talks, and internship programs.
- Support the development and management of strategic university partnerships with SMU and DMU.
- Provide guidance and support to hiring managers on the best recruitment practices and policies.

- Monitor dynamic headcount status, deliver various recruitment reports as required (weekly/monthly recruitment tracker, candidates mapping reports, etc.)
- Conduct talent market analysis to provide insights on industry trends, competitor practices, and talent availability.
- Other ad hoc projects or tasks assigned by direct manager

***Please send your resume to [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)***