

## Senior Recruiter

**Location:** Guangzhou

### **Job Description**

Mainly responsible for USA & Europe retail team's hiring;

- Manage recruitment processes by working closely with Hiring Managers, HR Partners and candidates, including Pre-screening, Interview Scheduling, Offering and the Pre-Employment process etc.
- Candidates' sourcing via different channels and evaluation;
- Ensure talent supply by driving talent pipelining programs and talent pool enlargement initiatives to shorten cycle time;
- Expand new creative channel to ensure candidates sourcing channel is most effective and efficient;
- Work with vendor together for professional mapping and talent intelligence report providing;
- Promote company brand in sourcing process, act as ambassador for external candidates;
- Other project based assignment;

### **Requirements.**

- Multi-tasking with prioritization to meet tight deadline;
- Bachelor degree or above in Human Resources Management, Business Administration Management or related major;
- 3+ years in various HR functions, especially in recruitment;
- Counseling, interpersonal, and communication skills required;
- Fluent oral and written French & English;

Please send your resume to: [liu.wanqian@ccifc.org](mailto:liu.wanqian@ccifc.org)