

## Talent Acquisition Administrator

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Company: Plexus

Location: Bangkok

Category: other-general

### **Job Description:**

Responsible for the recruitment process such as identifying, searching, attracting, pre-screening, shortlisting, arranging an interview, selecting, hiring and onboarding employees for indirect and direct labor.

Maintain the recruitment channels such as job board, website, social media, etc.

Enhance the talent pool through various activities such as job fair, campus road show, employee referral, internship, job websites, etc.

Create and provide recruitment status and analysis report and ensure the recruitment is on track.

Gather information of job requirements from the hiring managers to ensure the effective search for candidates.

Other assignments or project implementation as required.

### **Job Requirements:**

Bachelor's Degree in Human Resources or other related fields.

3 to 5 years of experience in Talent Acquisition or Recruitment job, preferable in Electronics Manufacturing environment.

Experienced in recruiting and possess various interview techniques and evaluation

methodology.

Good communication, negotiation and interpersonal skills.

Ability to work under time pressure with multi-tasks skills.

Good in Business English communication both spoken and written.

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