

## Talent Acquisition Manager

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Company: TDCX

Location: Thailand

Category: other-general

### Top Reasons to work with TDCX

Attractive remuneration, great perks, and performance incentives

Comprehensive medical, insurance, or social security coverage

World-class workspaces

Engaging activities and recognition programs

Strong learning and development plans for your career growth

Positive culture for you to #BeMore at work

Easy to locate area with direct access to public transport

Flexible working arrangements

Be coached and mentored by experts in your field

Join a global company, winner of hundreds of industry awards

### What is your mission?

Develop and plan recruitment strategies for the Company ( i.e. ensuring that there is a pool of qualified candidates available for all positions and that the job openings are filled by the required timelines.

Develop strong understanding the workforce and hiring requirements by interacting with

the Heads of Department to understand their recruitment needs.

Lead and mentor the recruitment team.

Handle the day-to-day management of the recruitment process ( i.e. involves sourcing, screening, interviewing, administering reference checks and the job offer process) efficiently and effectively fill up vacant positions.

Establish strong working relationships with internal and external partners (i.e. recruitment/advertising agencies, networking, Internet portals, university relations, professional bodies) and cold calling to fuel the recruitment process.

Prepare monthly Management Reports on staff demographics, movements and other ad-hoc projects.

Any other duties and responsibilities that may be assigned to you by the management from time to time, within your category of employment in the organization and for the effective implementation, maintenance and continual improvement of the Quality Management System of TDCX.

### **Who are we looking for?**

Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Master's Degree in any field.

Candidates must have a minimum of 3 -5 years' experience in the recruitment and selection.

Has prior experience in managing ERP system.

Must be confident, professional, and resourceful and be able work under pressure.

Ability to work independently and meet the required targets on a timely basis.

Must have high level of integrity and a positive attitude when taking on challenges and issues.

Excellent verbal and written communication skills in English and the language of the supporting market

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