

## Talent Acquisition Specialist- Indonesia

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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?

Work closely with hiring managers to understand their recruiting and selection requirements in order to meet hiring needs on a timely basis.

Responsible for the complete cycle of recruitment from sourcing, job advertising, resume screening, interviewing to deliver headcount targets.

Adopting effective and innovative methods of recruitment in order to deliver headcount targets.

Participate in recruitment marketing programmes i.e. career talks and job fairs.

Prepare recruitment reports in order to monitor and assess effectiveness of recruitment strategies.

Prepare and complete the recruitment administrative functions.

Ability to ask the right questions to the candidate.

Foster a deal in selling the best talent to the hiring managers and selling the best talent on the job.

Work closely with HR representatives or company leaders to ensure that their alternative solution adheres to their organization's budget and policies.

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 2 years' experience in the recruitment and selection. However, fresh graduates are welcome to apply.

Proven ability to source, screen, recruit, recommend strong talent and strong relationship-builder.

Possess the accountability and personal responsibility to own and drive results.

Exhibit the highest degree of professionalism and integrity.

Proven ability to work under pressure while maintaining a positive team attitude.

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

market

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