



Job Description

RECRUITMENT OFFICER

DEPARTMENT: HUMAN RESOURCE

- -Ensures all vacancies are filled with the suitable candidates within the targeted time.
- -Develops a pool of qualified candidates in advance of need.
- -Researches and recommends new sources for active and passive candidate recruiting.
- -Builds networks to find qualified passive candidates.
- -Posts openings in newspaper advertisements and in other position appropriate venues.
- -Conducts initial interviews.
- -Facilitates and discusses job offers.
- -Participates in job fairs.
- -Searches workforce market.
- -Identifies suitable recruitment channel for company.

QUALIFICATIONS:

- Must be a College graduate preferably BS/AB Psychology, Human Resource Management or its equivalent
- With at least 3-4 years related work experience
- Experience in volume Recruitment required
- Excellent communication skills, both verbal and written
- With very good analytical, leadership and people skills
- Proficient in MS Office (Word, Excel & PowerPoint)

SALARY RANGE: 20k- 30k

WORKING DAYS: MONDAY- FRIDAY (If there's a scheduled job fair, Saturday schedule applies)

To Apply: Email cover letter and resume to: cebucareers@surveysampling.com