HR Officer – Staff Recruitment

Position Overview:
The HR Officer – Staff Recruitment is responsible for delivering all facets of staff recruiting success throughout DKU. This person will work on the whole process of staff recruiting, including evaluating and posting the job, screening applications, coordinating and participating in interviews, following up with the reference check, making hiring recommendations and negotiating offers. Recruitment will be achieved through the development of domestic and international recruiting plans, employing traditional sourcing strategies and resources as well as developing new, creative recruiting ideas. The HR Officer for Staff Recruitment plays a critical role in ensuring that we are hiring the best talents.

Reports to:
Human Resources Director

Essential Duties:
1. Develop and execute University staff recruitment plans.
2. Lead the creation of a recruiting and interviewing plan for each open position. Efficiently and effectively fill open positions.
3. Work on the whole process of staff recruiting, including evaluating and posting the job, screening applications, coordinating and participating in interviews, following up with the reference check, making hiring recommendations and negotiating offers.
4. Use appropriate recruitment channels to recruit different positions.
5. Research and recommend new sources for active and passive candidates.
6. Develop and maintain a pool of qualified candidates in advance of need.
7. Provide weekly update on recruitment progress.
8. Other tasks as assigned.
9. University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.
Qualifications:

1. Bachelor’s degree or above in Management, Human Resources, or related majors.
2. Three plus years of experience in Recruitment in HR department.
3. Fluent in both written and verbal English and Chinese.
4. Excellent interpersonal and communication skills.
5. Familiar with Chinese labor laws and social insurance policies.