**岗位说明书——招聘专员**

所属部门：人力资源部 汇报机制: 招聘主管

**岗位职责：**

1. 负责发掘、拓展和维护国内外招聘渠道，及时发布、更新招聘广告，管理招聘信息，确保各种招聘渠道有效
2. 与各部门、学院密切沟通招聘相关事宜，包括征求招聘计划、需求汇总等；
3. 全程对接和跟进各部门、学院的招聘进程并及时反馈；
4. 提供全方面的招聘支持，组织和执行各项招聘活动，并确保招聘活动的规范性；
5. 人力资源相关行政审批、文书工作；
6. 协助部门内的其他各项任务。

**聘任条件：**

**必备条件：**

1. 硕士及以上学位，人力资源管理或管理学等相关专业；
2. 具备优秀的英语书面及口语表达能力；
3. 能适应频繁出差的工作环境。

**优先条件：**

1. 有从事外籍人员招聘工作经验者优先。

**Job Description – Recruitment Specialist**

Department: Human Resources Department Report to: Coordinator

**Responsibilities:**

1. Explore, expand and maintain domestic and overseas recruitment channels, promote and manage recruitment information timely to ensure effectivity;
2. Cooperate and communicate with departments and colleges with regard to the whole recruitment process which starts from recruitment needs collection until positions are filled;
3. Work closely with departments and colleges regarding to recruitment process which shall be timely followed up and provide feedback;
4. Fully support all kinds of recruitment activities, such as organization and execution to ensure every procedure meets up with the university recruitment policy and rules;
5. Other HR administrative work and paper work;
6. Assignments assigned by the department.

**Qualification:**

**Required:**

1. A Master degree (or above) is required in Human Resources Management or Management related fields.
2. Excellence in oral and writing English;
3. Accommodate to frequent business travel.

**Preferred:**

1. Experience in foreign personnel recruitment is preferred.