



THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD.

HR Officer (Recruitment)

Department: Human Resource

Responsibilities:

- Operate full recruitment cycle end to end; prepare job adverts, check application, shortlisting, schedule interview, escort candidates and communicate interview feedback with line managers within area / function of responsibility.
- Schedule and organize interviews with suitable candidates within area / function of responsibility.
- Post job advertisement.
- Support recruiting events and sourcing activities as required.
- Issue terms of employment contracts to successful candidates Issue terms of employment contracts to successful candidates.
- Keep records of candidate interviews and report them to hiring managers within area / function of responsibility.
- Recruitment updates status report to requester.
- Performing other related tasks as assigned by the supervisor.

Qualifications:

- Bachelor's Degree in Human Resources Management, Law, Political Sciences or any other related fields.
- 1-2 years of experiences related to the job function.
- Computer skills of MS Office (Excel, Power Point, Word)
- Knowledge understanding of Labor laws.
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Good command of English both written and spoken.

Contact US:



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