

## **Assistant Manager, Talent Acquisition**

**Ref no:** CP0106

**Vacancy:** 01

**Job Designation:** Assistant Manager, Talent Acquisition

### **Job Responsibilities**

- Determine current staffing needs and produce forecasts.
- Develop talent acquisition strategies and hiring plans.
- Lead employment branding initiatives.
- Perform sourcing to fill open positions and anticipate future needs.
- Plan and conduct recruitment and selection processes (interviews, screening calls etc).
- Take steps to ensure positive candidate experience.
- Organize and/or attend career fairs, assessment centers or other events.
- Use metrics to create reports and identify areas of improvement.
- Work on Talent succession.

**Employment Status:** Full-time

### **Educational Requirements:**

- Bachelors/Masters in HRM be preferable with a decent score in the CGPA
- PGD in HRM will act as an added advantage

### **Additional Requirements**

- Minimum 3 years of experience in related field is required.
- Excellent in inter-personal & communication skills.
- Able to work under pressure and complete the task within a preset time-frame.
- Proficient in MS Office Package along with other office management tools.

**Job Location:** Dhaka

**Salary:** Negotiable

Please Send your updated CV along with cover letter mentioning “Assistant Manager- Talent Acquisition” in subject line within **31<sup>st</sup> January 2022**.