
Position: HR Project Manager - 6 months Internship

Job Responsibilities:

- ✓ Assisting CCIFT HR manager for the internal and external recruiting projects (Internal projects: internship candidates. External projects: Vacancies from CCIFT members or non-member clients)
- ✓ Send recruiting emails to passive candidates and follow up the interview when necessary
- ✓ Browse resume databases and portfolio sites to fulfill vacant positions (LinkedIn for most of the time and internal CCIFT database)
- ✓ Advertise open positions to external networks (LinkedIn/Facebook/CCIFT website)
- ✓ Ask for referrals from potential networks, acquaintances and industry professionals
- ✓ Maintain and organize current databases
- ✓ Assist job fairs and help to organize career events or related workshop.
- ✓ Answering emails from local or overseas job seekers with detail information or suggestions
- ✓ Conduct benchmark research on compensation and benefits for various positions and seniority levels
- ✓ Measure source of hire and time-to-fill for each role
- ✓ Research and recommend new sourcing tools and techniques
- ✓ Support some tasks from other departments when necessary.

Requirements:

- ✚ Business/ Political / Computer major is acceptable or professionalism related to Human resource is a plus
- ✚ Work proficiency English ability is MUST, Chinese speaking/reading/writing is a PLUS.
- ✚ Personality with passion and patience for inter person job and willing to learn more new knowledge from various industries.
- ✚ Good to have hands-on experience with sourcing tools (e.g. resume databases and portfolio sites)
- ✚ Communicative, flexible, organized with team work attitude for work
- ✚ Excellent communication and persuasion abilities (particularly when making cold calls and sending recruiting emails)
- ✚ Time-management skills with the ability to handle multiple open roles simultaneously
- ✚ Estimated graduate year need to be during 2020 – 2022

Contact:

If you are qualified with the requirement and interested in the job description and offer by CCIFT please email your CV to both hr-service@ccift.org.tw & hr@ccift.org.tw

Thank you very much!