

CCIFT HR Project Manager

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 workshops
- Answering emails from local or overseas job seekers with detail information or suggestions
- 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 / Linguistic major is acceptable, related to Human Resource is a plus
- Work proficiency English ability is REQUIRED
- Chinese speaking / reading / writing is a PLUS
- Personality with passion and patience for interpersonal 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 teamwork 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

Compensation & Benefits:

- NTD 8,000 (7,664 NTD after tax, around 225 euros) / per month
- Labor Insurance coverage
- 4 days holiday (paid)

Contact:

If you are interested and qualified, please send both your resume and cover letter in English to hr-service@ccift.org.tw and hr@ccift.org.tw