
CCIFT HR Project Manager Part-Time & Short-Term Volunteer

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 fulfil 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

Working Conditions:

This volunteering position is unpaid.

- 1) Exchange Students in Taipei – one semester (part-time: 20 hours per week minimum)
- 2) French Students Interns – 2 to 4 months (full-time)
- 3) Taiwanese Students or fresh Graduates

Requirements:

- 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.
- 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

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