

## **JOB DESCRIPTION AND FUNCTIONS OF SENIOR ASSOCIATE (TALENT ACQUISITION)**

As **Associate**, you will be responsible for such duties and responsibilities that are normally associated with your position, which include, but are not limited to the activities enumerated below:

- Designs, implements, and continuously improves recruitment strategies;
- Assists in the development of Job Descriptions for new roles and improvement of existing Job Descriptions;
- Actively sources applicants through various platforms such as job portals, professional networking sites, social media, internal referrals, etc.;
- Responsible for initial level of screening; paper screening, initial interview, administration and evaluation of exams;
- Facilitates endorsement to the hiring managers and schedules applicants for second level up to final interview;
- Maintains and updates tracker, database and other recruitment related documents;
- Facilitates onboarding process and ensure new hires are properly guided before and after they are endorsed to their group;
- Monitors employee referral program;
- Monitors and maintains 201 files;
- Assists in other HR related activities and performs other functions as the need arises including but not limited to learning and development, employee relations and other HR facets.

In addition to the above functions, you may also be expected, from time to time, to assist in other work, as the need arises, and as determined by the Associate Directors, Directors and Managing Directors of HC Global Fund Services, LLC.

**Job Specifications:**

- Graduate of Bachelor's Degree in Psychology, Human Resource Management or equivalent;
- At least 3 to 4 years of experience in full cycle recruitment preferably in a BPO or Outsourcing company;
- Excellent written and oral communication skills;
- Self-starter and can work with minimum supervision;
- Analytical and very detail-oriented;
- Flexibility to expand work hours as necessary and support business needs.