

Apple Gadgets looking for “Assistant Manager- Talent Acquisition” for HR & Admin Department.

Job Details:

Vacancy: 02

Job Location: Dhaka

Salary up to: 60,000 BDT

Employment Status: Full-time

Experience Requirements:

At least 5 years in the relevant position.

Job Responsibilities:

- Collaborate with department heads to understand their hiring needs and develop job descriptions and specifications.
- Manage the full-cycle recruitment process, including sourcing, screening, interviewing, selection and offer management.
- Source candidates through various channels, such as job boards, social media, employee referrals, headhunting and recruitment agencies.
- Coordinate interview schedules between candidates and hiring managers, ensuring a seamless experience.
- Create and maintain a robust talent pipeline for current and future organizational needs
- Drive employer branding efforts to enhance the company’s image and attract top talent through digital platforms and content.
- Track key recruitment metrics such as time-to-fill and candidate quality, using data to optimize recruitment strategies.
- Undertake other assigned tasks as required by the Reporting Person.

Additional Requirements:

- Proven experience as Talent Acquisition position
- Proficient in MS Office, G-suite.
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- Must have effective in communication, analytical ability, problem solving and decision making and interpersonal skill.

Educational Requirements:

- BBA/MBA (HR major preferable)
- PGD- HRM preferable

Compensation & Other Benefits:

- Salary Reviews yearly
- 02 Festival Bonus
- Mobile Allowance
- Health and Life insurance
- SMILE Package
- Birthday Gift
- Quarterly Award, Performance bonus

- Leave Encashment
- Long Service Reward
- Work Anniversary Reward

Apply bellow link: <https://lnkd.in/gBq3t25S>

Apply mail: career@applegadgetsbd.com

Mention Subject "Assistant Manager-Talent Acquisition"



We Are
Hiring

Asst. Manager Talent Acquisition

Experience Required : 5 Years

Salary Up to
60,000

2 Festival Bonuses | Performance Bonus
Medical Insurance | Mobile Allowance
& Many More.

