



YBL INTERNATIONAL SEARCH

Career Description

Position	Assistant Manager – Distribution Recruitment
Department	Distribution Recruitment
Reference No.	(Ref GB/1250)

Abstract Title

Its executive responsibility is to focus on Recruitment of Distribution Sales and Support Staff and Direct Unit Managers while ensuring quality of the candidate.

Main Responsibilities

1. Manpower Planning:

- Assist in the Distribution Office manpower planning and budget exercise.
- Liaise with Human Resources (HR) Department on the recruitment process and procedures.
- Work with relevant stakeholders at Distribution Office to ensure manpower requirements are met.
- Formulate and review recruitment program to ensure continuous recruiting and careful application of the selection process.

2. Recruitment:

- Identify vacant positions.
- Do job advertisement / engage recruitment agencies and/or other methods of sourcing by ensuring advertisements are proper reflecting the image of the Company,
- Screen and short list candidates to be interviewed.
- Arrange interviews, ensure the required forms and pre-interview requirements are in order and conduct interviews.
- Prepare paperwork – HREQ form, Job Description (JD), Interview Assessment form, justifications and background checks (if any) to recruit the best candidate.
- Liaise with HR to make an offer to candidate, prepare appointment letters.
- Attend to new staff on their first day, provide Welcome Kit and ensure all employment forms/requirements are completed.
- Promote and administer the Employee Referral Program (ERP).



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Credibility, Accountability and Integrity

1. Ensure all candidates are recruited adhere to all Company procedure and industry rules and guidelines.

Risk Management

1. Responsible for ensuring the day to day management of Division/Department's activities are consistent with the risk strategy, including the risk appetite and policies.
2. Work closely with Risk Management Department in ensuring the Enterprise Risk Management Framework is implemented consistently and effectively throughout the Division/Department.
3. Responsible for ensuring the associated risks are mitigated by implementing appropriate internal controls as well as appropriate resources.

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