



In line with our regional growth, we are looking for dedicated and passionate individuals to fill the position of: -

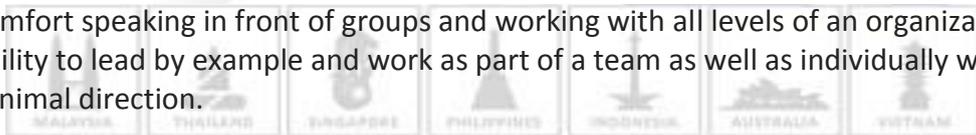
## Assistant Manager / Senior Associate - Talent Acquisition (Permanent) (GHL – Bandar Sri Damansara)

### Job Responsibilities:

- Responsible and support the hiring managers on end-to-end recruitment activities, including job posting, candidate profile screening, coordinate interview and selection.
- Collaborate with hiring managers to set qualification criteria for future employees.
- Network with potential hires through professional groups on social media and during events.
- Develop and implement different sourcing strategies to meet the recruitment needs.
- Conduct initial phone screens to create shortlists of qualified candidates.
- Interview candidate in-person for a wide range of roles (junior, senior and executive).
- Obtain references and carry out reference checks, escalating issues as appropriate.
- Liaise with hiring managers and advise on current market conditions and negotiate realistic expectations to close the critical positions.
- Track hiring metrics including time-to-hire, time-to-fill and source of hire.
- Follow-up with candidates throughout the hiring process.
- Maintain a database of potential candidates for future job openings.
- To handle and in-charge of new hires on boarding and induction.
- Assist in any ad-hoc tasks as and when is assigned by immediate superior.

### Job Requirements:

- Candidate must have at least two (2) year's working experience in similar or related position.
- Proven experience as a Recruitment Specialist, Recruiter or similar role.
- Knowledge of sourcing techniques on social media and niche professional websites like LinkedIn etc.
- Good interviewing techniques, excellent customer service skills, a good knowledge of all positions and specialized functions, and a thorough understanding of the organizational structure.
- Comfort speaking in front of groups and working with all levels of an organization.
- Ability to lead by example and work as part of a team as well as individually with minimal direction.



# GHL the ASEAN payment people



- Demonstrate effective communication skills consisting of oral, written and listening skills.
- Collaborative decision-making, relationship building and problem-solving skills.
- Ability to draft correspondence and respond to applicant inquiries effectively and independently.
- Demonstrate organizational skills and time management abilities.
- Working location: Kepong Bandar Sri Damansara, Kuala Lumpur.

## Education Requirements:

- Candidate must possess at least a Bachelor's Degree or Diploma in Human Resource, Business Admin or its equivalent.

Interested candidates are encouraged to apply, please fax or email your applications (with cover letter, updated resume, certificates or relevant documents and 1 recent passport-sized photograph) to:

**GHL SYSTEMS BERHAD** (293040-D)

### Human Resources Department

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**\*Please be informed that only shortlisted candidates will be notified.**

