



Executive Recruitment Specialist

About Us

Grow HR is a Shanghai based Human Capital Consulting firm specializing in Executive Search and Consulting Services in Greater China and the APAC region. Our journey started in 2007 and we have since gained hands-on experience within the E-commerce, Consumer, Industrial, Retail, Sourcing, Technology & Telecommunication and Professional Services sector.

We have in-depth market knowledge and are proud of our effective team consisting of a blend of top local and foreign talent. We have a solid track record when it comes to recruiting talents in executive, senior and mid-level positions. Our diversity enables us to think outside the box and we share a vision to add value to every client and candidate we cooperate with. To find out more about us, please visit <http://www.growhr.com>.

"The best parts with cooperating with Grow HR was quick responses to our needs, and very agile in finding the right profiles to match our needs. I would cooperate with Grow HR again for our future needs because Grow HR is a good option on a more personalized and caring way of finding candidates."

*Jakob Sonnenberg,
Former Country Manager, JYSK China*

Join us!

Grow HR is a company that strives to take the HR industry to the next level. Our aim is to find creative solutions and deliver service with speed and quality. We believe in having integrity in every part of our process, internally and externally. For the right person we offer an energetic and creative work environment, where your ideas will be valued. We encourage ownership and you have the opportunity to make an impact and grow.

At Grow HR we believe that the caliber of the people is the key. To fit in our company culture you need to have a passion for people. Furthermore, we are looking for you, who is business-minded, an influencer and with a strong personal drive. You like challenges, responsibility and being part of a dynamic team.

Job description

As an Executive Recruitment Specialist, you will be working as a part of a team and you report to the Research and Talent Manager. Your tasks will include:

- Research, Candidate Sourcing and candidate management
- Ensure timely and accurate search strategy and planning
- Plan research and sourcing channels and monitor efficiency thereof
- Identify recruitment project needs, create target candidate profiles, research and contact candidates
- Compile candidate and research data in company matrices and database
- Candidate evaluation and managing candidate relations



Mapping

- Conduct research when required for recruitment projects
- Create benchmarks for labour market supply-demand, salary levels, candidate tiers and others
- Create industry and function maps for China market

Internal Communications

- Report progress and matters to the Research and Talent Manager in a timely manner
- Work pro-actively with Consultants to ensure successful placements
- Communicate with the technical team to ensure that correct job advertising channels are used
- Write reports, create spreadsheets and matrices, and keep relevant internal parties updated on the documentation
- Organize all candidate interview and follow-up steps, keep internal parties and candidates informed on recruitment projects status

Requirements

- International minded talent with an intercultural awareness
- Strong influence and communication skills
- Bachelor's Degree or above
- Result-oriented, pro-active and can-do attitude
- Analytical and solution minded
- Knowledge of Microsoft Office tool
- High business interest and ability to quickly adapt theory into different projects
- Excellent communication and interpersonal skills
- Fluent Chinese and English is a must

Got what it takes?

Send your resume and tell us why you are interested via career@growhr.com and mark your application with Grow HR Executive Recruitment Specialist.