

北京敏睿人力资源管理有限公司

Job Title:	人力资源助理	Job Category:	Business
Department/Group:	Business	Job Code/ Req#:	n/a
Location:	Changchun	Travel Required:	On demand
Level/Salary Range:	面议	Position Type:	full-time
Recruiting Contact:	recruiting@minrui.biz	Date posted:	2013-12-09
Will Train Applicant(s):	Yes	Posting Expires:	2014-02-24
External posting URL:	http://jobs.zhaopin.com/542324827250014.htm		
Internal posting URL:	http://www.minrui.biz		
Applications Accepted By:			
<p>E-mail: recruiting@minrui.biz</p> <p>Subject Line: Job App: Researcher</p> <p>Please send us your CV in Word format, entering the title of the position you are applying for in the subject line of your email. Please also tell us your:</p> <ul style="list-style-type: none"> - Current and expected salary - Notice period <p>You can send an e-mail with your request to: recruiting@minrui.biz</p> <p>We are always interested in hearing from talented people who would like to join us. We will respond to all applications as soon as possible. The time taken to shortlist will depend on the vacancy and amount of applications received. We will contact all unsuccessful applicants by email (or in writing) if your application is not being taken further on this occasion.</p>			
Job Description			
<p>工作职责：</p> <p>收集和整理行业信息、分析职位；</p>			

根据职位需求协助顾问从各种渠道筛选合适的高端人才；
收集潜在高端人才的简历及详细联系信息；
整理人才推荐报告；
新增资料输入到数据库。

岗位要求：

热爱人力资源工作、对招聘工作富有极高的热情；
强烈的自我激励意识，聪明、有洞察力；
耐心、认真、工作韧性好，良好的电话沟通能力；
具有一定的独立工作的能力；
本科以上学历，正规院校毕业；
有招聘、销售、培训工作经验者优先；
能熟练应用办公软件。

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	