

北京敏睿人力资源管理有限公司

Job Title:	招聘助理	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 Subject Line: Job App: Researcher 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> <ul style="list-style-type: none"> 收集和整理行业信息; 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; 协助顾问完成候选人的推荐流程; 新增资料输入到数据库。 <p>岗位要求:</p> <ul style="list-style-type: none"> 具有积极主动的态度、创造性、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; 有强烈的学习欲望及有快速学习能力; 耐心、认真、工作韧性好, 良好的电话沟通能力; 			

团队意识强，擅于配合；
本科以上学历，正规院校毕业；
1年以上工作经验，有招聘、销售、培训工作经验者优先；
英语水平良好，熟悉应用办公软件。

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