

北京敏睿人力资源管理有限公司

<b>Job Title:</b>	信息员	<b>Job Category:</b>	Business
<b>Department/Group:</b>	Business	<b>Job Code/ Req#:</b>	n/a
<b>Location:</b>	Changchun	<b>Travel Required:</b>	On demand
<b>Level/Salary Range:</b>	面议	<b>Position Type:</b>	full-time
<b>Recruiting Contact:</b>	recruiting@minrui.biz	<b>Date posted:</b>	2013-12-09
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	2014-02-24
<b>External posting URL:</b>	<a href="http://jobs.zhaopin.com/542324827250014.htm">http://jobs.zhaopin.com/542324827250014.htm</a>		
<b>Internal posting URL:</b>	<a href="http://www.minrui.biz">http://www.minrui.biz</a>		
<b>Applications Accepted By:</b>			
<p><b>E-mail: recruiting@minrui.biz</b></p> <p><b>Subject Line: Job App: Researcher</b></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"> <li>- Current and expected salary</li> <li>- Notice period</li> </ul> <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>			
<b>Job Description</b>			
<p><b>工作职责:</b></p> <ul style="list-style-type: none"> <li>收集和整理行业信息、目标人才联系方式和简历;</li> <li>根据职位需求协助顾问从各种渠道筛选合适的高端人才;</li> <li>整理人才推荐报告;</li> <li>新增资料输入到数据库。</li> </ul> <p><b>岗位要求:</b></p> <ul style="list-style-type: none"> <li>热爱人力资源专业, 热爱信息搜集工作;</li> <li>明确寻访方向, 与候选人初步沟通意愿信息;</li> <li>协助顾问完成候选人的推荐流程;</li> <li>耐心、执着、工作韧性好, 良好的电话沟通能力;</li> <li>团队意识强, 擅于合作;</li> </ul>			

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