

MinRui Executive Search

Job Title:	Researcher	Job Category:	Business
Department/Group:	Business	Job Code/ Req#:	n/a
Location:	Beijing	Travel Required:	On demand
Level/Salary Range:		Position Type:	full-time
Recruiting Contact:		Date posted:	n/a
Will Train Applicant(s):		Posting Expires:	n/a
External posting URL:			
Internal posting URL:			
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>Responsibilities:</p> <ul style="list-style-type: none"> • Information collects according to consultant's requirements. • Approach the candidates by cold-call or other channel • Phone communicate with candidate to shortlist qualified ones to recommend • Draft recommend report • Data input <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Self-motivated,creative,passion to the job • Smart, solid observation skills • Quick learning • Good team player • Strong career loyalty and ethics • Bachelor or above, 1+ years work experience, experience in headhunting is preferred. • Fluent English, skilled in office software 			
Reviewed By:		Date:	
Approved By:		Date:	

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Last Updated By:		Date/Time:	
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