



<https://eastman.com.ph/job/talent-acquisition-specialist/>

## Talent Acquisition Specialist

### Description

To develop recruitment strategy, identify and support the business to successfully deliver credible, customer focused, cost effective and innovative recruitment solutions using a ranges of techniques.

### Qualifications

- Candidate must possess at least a Bachelor's Degree in Psychology, Business Administration, or its equivalent work experience.
- Minimum of two (2) years' experience in Human resources preferably Talent Acquisition and Talent Management.
- Has strong analytical and technical skills in Recruitment.
- Highly adept in various Enterprise Resource Planning (ERP) and Microsoft Applications.
- Responsible in sourcing, job posting design- responsible to network of potential hires through professional groups on social media and any legitimate sites for any job vacancy;
- Paper screening and invites - Match job downloaded resumes versus job requirements and conduct initial phone screens to create shortlists of qualified applicants;
- Responsible in Assessment - conduct exams and interviews - behavioral interview [afterwards endorse to Department Head for technical interview;
- Background checking [behavioral and technical]
- Productive in an environment of targets and deadlines; AND
- Handles Human resources data and information with utmost confidentiality.

### Hiring organization

Eastman Industrial Supply Inc.

### Employment Type

Full-time

### Job Location

One Park Drive Building, 11th Drive, corner 9th Ave, Taguig, 1630 Metro Manila, Philippines

### Date posted

July 11, 2023