



HR Specialist

LOCATION(S)

MALAYSIA: Kuala Lumpur

ABOUT OUR COMPANY

Stanbury & Co. is a research, advisory, implementation and operational private equity house. Our project experience includes more than \$1 billion of projects at various development stages.

Our client portfolio includes renowned entities in the Fortune 500, Forbes Global 2000, Private Equity Funds, Leading Private Companies and Trade Organizations.

In addition, Stanbury Labs, an affiliate of Stanbury & Co., is involved in the development of technology solutions powering various proprietary and client infrastructure, e-commerce, B2B and B2C enterprises and organizations operating globally across various industry verticals.

JOB DESCRIPTION

You will be part of a global team made up of technical, business and operational experts playing an active role in all aspects of the client engagement, both internal and external.

In this role, you will lead and execute candidate recruitment and placement for assigned clients and brands.

You will manage the employer and candidate experience throughout the recruitment and placement lifecycle.

ESSENTIAL RESPONSIBILITIES

In this role, your responsibilities include:

- Define and execute candidate sourcing strategies for assigned brands and clients
- Interact with potential candidates on social media and professional networks (including LinkedIn, Facebook, Stack Overflow and Github)
- Accountable for all communications with candidates and employers throughout the recruitment and onboarding lifecycle
- Coordinate with hiring managers to determine position requirements
- Identify qualified candidate profiles using various sourcing techniques
- Develop talent pipelines for future hiring needs



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- Measure conversion rates, including numbers of passive candidates who turn into applicants, get invited to interviews, get offers and get hired
 - Ask for referrals from external networks
 - Promote our clients' employer brands online and offline
 - Maintain candidate databases (e.g. via our Applicant Tracking System, Candidate Management System and Employee Management System)
 - Communicate with past applicants regarding new job opportunities

REQUIREMENTS

- Undergraduate or Masters level degree in Human Resources, Psychology or related field from an accredited university
- A minimum of 3 years of professional experience in similar roles of increasing responsibility
- Demonstrated familiarity with HR databases, Applicant Tracking Systems (ATS') and Candidate Management Systems (CMS') and Employee Management Systems (EMS')
- Strong business acumen and ability to work across business lines, industry verticals and geographies
- Excellent oral and written communications skills coupled with strong influencing skills
- Strong interpersonal and leadership skills including demonstrated mobilization skills
- Comfortable with omni-channel marketing tools including digital/social media
- Personal Attributes: Excellent verbal and written communication skills, ability to listen and translate employer requirements to compelling job descriptions
- Ability to work collaboratively in a team environment including with remote team members globally
- Demonstrated ability as a self starter
- Ability to prioritize and manage work to adhere to critical project timelines in a fast-paced ambiguous environment
- Experience working with cross-functional teams
- Ability to thrive in an unstructured and dynamic environment
- Proficiency in English, both spoken and written in a professional environment
- Ability to work with global teams in different time zones and of different cultures
- Working experience with CRM tools including ZOHO and/or Salesforce is a plus

WORKING CONDITIONS

- This role will be on a full time basis
- Compensation commensurate with experience
- Work life balance including flexible working hours
- Benefits, both statutory mandated and company provided
- Community Involvement and activities
- Fun activities and much more