

HR DEPARTMENT

Job Title: Senior Recruitment Specialist (5 Positions)

Company: Xonline

Location: Phnom Penh, Cambodia

Position Type: In-Office

About Us:

Xonline focuses on acquiring, managing, and monetizing online traffic. They attract users through SEO, SEM, social media, content marketing, and paid ads. Traffic is managed by analyzing user data, optimizing conversion rates, and maintaining customer relationships. Monetization methods include advertising revenue, e-commerce sales, paid content, and data sales. These companies continuously seek new channels, adopt emerging technologies, and track market trends to optimize and expand their operations, turning large volumes of traffic into revenue.

Role Overview:

As a Senior Recruitment Specialist at Xonline, you will play a key role in identifying, attracting, and hiring top talent to meet our company's needs. You will work closely with deputy general manager to understand recruitment needs and develop effective strategies to source and secure the best candidates.

Key Responsibilities:

- Develop and implement recruitment strategies to attract top talent.
- Manage the end-to-end recruitment process, including job postings, candidate screening, interviews, and offer negotiations.
- Build and maintain relationships with hiring managers to understand their needs and provide guidance on recruitment best practices.
- Utilize various recruitment tools and platforms to source and engage potential candidates.
- Conduct interviews and assessments to evaluate candidate suitability for various roles.
- Provide a high level of customer service to candidates and hiring managers throughout the recruitment process.
- Stay up-to-date with industry trends and market conditions to ensure competitive and effective recruitment practices.
- Develop staffing workflow with Lark Application

Qualifications:

- Proven experience as a Recruitment Specialist or similar role, with a focus on senior-level positions.
- In-depth knowledge of recruitment best practices and candidate sourcing techniques.
- Strong negotiation skills and experience in managing offer processes.
- Excellent interpersonal and communication skills, with the ability to build relationships at all levels.

- Ability to work independently and manage multiple recruitment processes simultaneously.
- Familiarity with recruitment software and tools.
- Bachelor's degree in Human Resources, Business Administration, or a related field (preferred).

Skills:

- Strategic thinking and problem-solving abilities.
- Strong organizational and time-management skills.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in English and Khmer (preferred).

What We Offer:

- Competitive salary and benefits package. (500\$-1500\$)
- Opportunity to work in a collaborative and supportive team environment.
- Professional development and career growth opportunities.

How to Apply:

Interested candidates should submit their resume and a cover letter outlining their experience and qualifications to x100sm00987@gmail.com. Tel/Telegram: 015416898