



سولوسي لجوروتراين، لوكيستيك دان لاتيهن بروني
Brunei Engineering, Logistics and Training Solutions

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| Job Title | Junior Human Resource Business Partner |
| Reports to | Head of Human Resource Unit |
| Department/Unit | Human Resource & Administration Department / Human Resource Unit |

Roles & Responsibilities, not limited to:

- Collaborate with Head of Human Resource Unit to understand the staffing needs and develop recruitment strategies accordingly.
- Screen resumes, coordinate initial interviews, and assess candidate qualifications.
- Coordinate the entire recruitment process from job posting to offer acceptance.
- Create and maintain a positive candidate experience throughout the recruitment process.
- Communicate effectively with candidates, providing feedback and guidance as needed.
- Ensure timely responses to candidate inquiries and maintain regular communication during the interview process.
- Ensure compliance with all relevant labor laws and regulations.
- Maintain accurate and organized recruitment records, including candidate documentation and interview notes.
- Develop and maintain relationships with educational institutions, job fairs, and recruitment agencies to enhance the company's visibility in the talent market.
- Collaborate with HR colleagues on broader HR initiatives, such as onboarding, employee engagement, and talent development.
- Partner with Head of Department to understand their workforce needs and provide HR support as needed.
- Stay up-to-date with industry trends, best practices, and emerging technologies in recruitment.

Job Requirements: (Minimum Education/Qualifications & Experience requirement)

- National Diploma/Higher National Diploma in relevant field or equivalent level.
- Proficiency in Microsoft Office software.
- Strong communication, strategic thinking and negotiation skills.
- Attention to details.
- Must be self-motivated and possess the desire for self-development.
- Be a team player.
- Be dedicated to customer satisfaction and great customer experience.
- Have the ability to multitask and have a collaborative attitude.