



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## 岗位说明书——招聘专员

所属部门：人力资源部

汇报机制：招聘主管

### 岗位职责：

1. 负责发掘、拓展和维护国内外招聘渠道，及时发布、更新招聘广告，管理招聘信息，确保各种招聘渠道有效；
2. 与各部门、学院密切沟通招聘相关事宜，包括征求招聘计划、需求汇总等；
3. 全程对接和跟进各部门、学院的招聘进程并及时反馈；
4. 提供全方面的招聘支持，组织和执行各项招聘活动，并确保招聘活动的规范性；
5. 人力资源相关行政审批、文书工作；
6. 完成交办的其他工作。

### 必备条件：

1. 硕士及以上学位，人力资源管理、法律专业或其他管理类专业；
2. 至少有2年及以上人力资源相关工作经验；
3. 具备优秀的中英语书面及口语表达能力；
4. 良好的团队意识，具有奉献精神。

### 优先条件：

1. 有丰富的招聘工作经验者优先。



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## Job Description – Recruitment Specialist

Department: Human Resources Department

Report to: Coordinator

### Responsibilities:

1. Explore, expand and maintain domestic and overseas recruitment channels, promote and manage recruitment information timely to ensure effectivity;
2. Cooperate and communicate with departments and colleges with regard to the whole recruitment process which starts from recruitment needs collection until positions are filled;
3. Work closely with departments and colleges regarding to recruitment process which shall be timely followed up and provide feedback;
4. Fully support all kinds of recruitment activities, such as organization and execution to ensure every procedure meets up with the university recruitment policy and rules;
5. Other HR administrative work and paper work;
6. Undertake other assigned tasks.

### Qualification:

#### Required:

1. A Master degree (or above) is required in human resources management, Law or other management related fields.
2. At least 2 years experience in human resources field.
3. Excellence oral and writing skills in both Chinese and English;
4. Team work oriented and willing to make contribution.

#### Preferred:

5. Rich experience in recruitment activities.