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IT Recruitment Consultants/Research Associates

Duties:

- conduct first-level search and selection activities to fill job orders. Activities include job description analysis and organization, database search, media coverage, telephone update, face-to-face interview, proposal to closing;
- update various recruitment systems and comply with workflow and quality procedures;
- maintain and manage the placed contract staff pool;
- assist in client account development and management.

Requirements:

- Degree/Higher Diploma in Computer Science, Information Technology or equivalent;
- at least 4 years' work experience in IT, less experience may be considered as Research Associate
- excellent, professional negotiation, counselling and selling skills;
- good interpersonal skill, willing to build and reinforce long lasting professional and profitable partnership with clients;
- prudent in conducting interview assessment and selection on behalf of client;
- adaptive to the change of client procedures and needs, conform to the highest level of service quality;
- quick enough to capture and apply InfoTech's training input of IT skill sets and trends on an on-going and pro-active basis;
- ability in learning and using various recruitment systems;
- fluent in English and Putonghua.

For other vacancies, please visit our website at www.infotech.com.hk