인사본부 인재채용팀 신입/경력직(1~2년) 채용

직 무 소 개

업무 내용	지원자격 및 우대사항
1. Sourcing Strategy: Manage recruitment strategy and process, maintenance and development of resourcing and candidate tracking systems. Determine and advise on recruitment methods, channels and selection tools. Ensure processes, policies and approaches are regularly refreshed to remove bias and prevent discrimination 2. Resource Management / Workforce Planning: Identify and develop pipeline to meet current and future resourcing and business needs 3. Assessment & Selection: Work with line managers to define recruitment needs, establish role requirements, sourcing plan and execute the sourcing plan. Support selection process and interviewing 4. Employer Branding: Provide guidelines, materials and activities to promote DHL brand to attract / retain candidates, manage job fairs and benchmark employer attractiveness 5. Graduate Programs: Create, implement and manage Graduate / College Recruitment and Internship programs 6. On-boarding processes and Induction: Ownership and promotion of frameworks, tools and programs for effective induction	-Bachelor's degree in Business administration, Human Resources or relevant majors preferred -Entry level or 1~2 years administrative experience in HR environment (preferred) -The ability to communicate well at all levels and build good relationships, both internally and externally, whilst maintaining professionalism, control and integrity -Fluent both spoken and written English -Excellent in presentation skills preferred -Good interpersonal and customer service skills -Software skills (Word, Excel, PowerPoint, etc.)

근 무 조 건

-**채용형태** : 정규직 / 경력직 -**근무시간 : 월~금 / 0830~1730**

-**근무지** : DHL본사(마포구 염리동 소재 / 5.6호선 공덕역)

채 용 절 차

5.17-18 5/18-19 5/22-23 6/1(목)

- 인사본부 채용팀에서 서류전형과정 중 전화면접 진행할 수 있습니다
- 일정은 사정에 따라 변동될 수 있으니 참고 부탁 드립니다.

복 리 후 생

-다양한 포상제도 (우수사원, 장기근속, 우수제안)
-명절선물 지급
-신입직원 입사 당해연도 유급연차 지원
-단체보험 가입, 정기건강검진, 의료비 지원

-경조사 지원 (축하/위로금 지급, 경조휴가 부여)
-사내근로복지기금 대출 지원
-자녀 학자금 지원
-휴양시설 제공

-자기개발 교육 프로그램 지원
-부서별 팀빌딩 및 회식비 지원
-사내 동호회 운영
-DHL 상품 발송 할인