

Associate Recruiter

Kepler Search is a boutique executive search firm that offers bespoke recruitment and human capital solutions.

As an Associate Recruiter, gain in-depth understanding of various organisations and interact directly with experienced industry professionals across different industries in Asia Pacific such as, *but not limited to*:

- Energy & Natural Resources such as Oil, Mining and Metals
- Food & Agribusiness
- Renewable Energy
- Infrastructure & Investments

Your responsibilities include:

- Partner closely with our Consultants with specialist industry experience to gain in-depth understanding of various hiring companies across APAC
- Interact with HR and Hiring Managers on their position requirements
- Source candidates and conduct initial screening of candidate profiles in line with position requirements
- Interact with industry professionals via telephone/video calls and face to face meetings
- Build up your market knowledge, provide and action insights on potential business leads
- Arrange and schedule interviews for shortlisted candidates
- Manage offer negotiation to offer acceptance
- Update Consultants, candidates and HR/Hiring Managers in a prompt manner
- Build and maintain relationships with industry professionals
- Participate in high level strategic research and advisory projects to markets and industries such as Digital Infrastructure, Power, LNG, etc.

We are looking for candidates who:

- Are self-motivated, with good time management to manage multiple projects/processes
- Have curiosity and critical thinking to assess the suitability of mid to senior management level candidates against requirements
- Are detail-oriented and meticulous to accurately track critical information and processes in the system
- Have good interpersonal skills with excellent verbal and written communication to speak directly to candidates and prepare candidate profiles for presentation to HR and/or Hiring Managers
- Are customer service-oriented able to provide boutique level service to candidates and clients

Our requirements include:

- Diploma or a bachelor's degree
- Professionals with 1-3 years sales experience or fresh graduates welcome to apply
- Proficient in Microsoft Office (Outlook, Word, Excel, Powerpoint)

We offer

- On the job training and development
- Uncapped attractive earnings and career development for performers
- An open and collaborative working culture which respects you, values you and invests in you
- Dynamic working environment that will constantly engage and challenge you
- Opportunity to be part of a growth story

About Us

Kepler Search has an established network and our search methodology provides us unrivalled access to the best talent globally. We partner with international organisations to provide insights into the latest market trends and in-depth local knowledge to support their growth.

We aim to provide the very best talent for our valued clients across key business functions and industry sectors.

For more information on the opportunity, please contact Dawn Gulanes at dawn.gulanes@keplersearch.com