

## Talent Acquisition Executive

People Development, Hong Kong

### WHO WE ARE

**Weave Services Limited** is a Demand & Supply planning consulting firm with its global headquarters in Hong Kong. Our unique business model aims to deliver lean and responsive supply chains through 3 sets of Supply Chain Services: Consulting Services, Replenishment & Analytics, and Capability Building Services.

Established in 2011, we are now going through an exciting period of growth that has included new office launches in Singapore in 2016, and New York planned for 2017. As a result, our People Development department has created a new recruitment focused role to enable our growth.

### THE ROLE

This is an exciting opportunity for a talented recruiter to support our fast-growing consulting firm as we strengthen our presence in Asia and launch in North America.

Reporting into the Director of People Development, the Talent Acquisition Executive will be responsible for supporting recruitment and people activities across our 3 offices; Hong Kong, Singapore and New York.

### KEY RESPONSIBILITIES

- Research and develop a pipeline of talent across our Hong Kong, Singapore and New York offices
- Perform first round of screening of candidates
- Track and assess recruitment results and metrics
- Assist in the planning of recruitment events in key markets
- Provide administrative support to the People Development Department
- Supporting other people activities such as job adverts, employer branding, onboarding and planning social events

### KEY REQUIREMENTS

- University graduate
- 2+ years experience in inhouse recruitment or from a large recruitment firm
- Able to work independently, proactive, flexible and responsible
- Attentive to details and highly organized
- Fluency in English, and any additional Asian language skills would be an advantage
- Overseas experience a plus
- Proficient in MS Word, Excel and PowerPoint

### WHAT YOU CAN EXPECT FROM US

- ✓ **We empower our team members.** Being a boutique consulting firm, you will be expected to lead a number of development activities. From being in charge of our social media network to scanning the market for the latest supply chain tools available, you will be an architect of our business!
- ✓ **We are passionate about developing you.** We encourage our consultants to continue to grow their supply chain knowledge by taking professional qualifications provided by industry leading bodies. In addition, our team of experience managers will provide you with valuable coaching and insightful one-on-one's at different stage of your career with us.
- ✓ **We will reward you with an exciting career.** The path of our growth, the diversity of our business and the variety of our client base guarantee development opportunities and fast progression through ranks for our talented colleagues.

- ▶ **Join an international consulting firm**
- ▶ **Contribute to the firm's expansion plans**
- ▶ **12 month part-time contract, with the opportunity to go full time**

# Marketing Associate

Hong Kong Office

- ▶ **Graphics and Web App Development**
- ▶ **International Consulting Firm**
- ▶ **Part-time Opportunity**

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## THE ROLE

Reporting into a senior leader of our consulting practice, you will be based in our global headquarters in Hong Kong, and responsible for supporting our company with international marketing projects. In this role, you will have the opportunity to immerse yourself within the consulting industry while gaining valuable marketing experience in a fast paced environment.

## KEY RESPONSIBILITIES

- Support direct marketing initiatives such as company brochures and CRM development
- Drive innovative social media campaigns
- Assist the management team in shaping impactful content across all mediums
- Deliver support to ad-hoc projects such as web applications development, conference material, video editing and event coordination

## KEY REQUIREMENTS

- University graduate preferably in Marketing, Communications or International Business
- Fresh graduates and experienced marketing professionals welcome to apply
- Proficient in Excel, Word PowerPoint, and Adobe Photoshop or GIMP
- Web-design skills in Php, Mysql, HTML, CSS, Javascript. JQuery would be an advantage
- A good team player with good interpersonal skills, self-motivated and collaborative management style
- Creative and pro-active mindset
- Fluent in English, Chinese-Mandarin (written and spoken) would be an advantage

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