

POSITION DESCRIPTION

Brian Bell Group

AM6002 - Recruitment Manager

WE WANT THE BEST!

The Brian Bell Group (BBG) established in 1958, is now Papua New Guinea's foremost retailer, wholesaler and distributor of household goods and services. Over the last 5 years the company has been on a rapid expansion and growth path and set to continue well beyond 2022.

Brian Bell Group is looking for the 'very best' to join its ranks and add to the vibrant culture that will see it continue to succeed for another 63 years and beyond and is inviting **exceptional candidates** to apply for this role.

RECRUITMENT MANAGER

Reporting to the Group Human Resource Manager, the Recruitment Manager will be responsible to lead, direct and implement Brian Bell Group Recruitment strategies and programs that will establish a clear 'brand' of who BBG is and what it offers as a potential employer of choice.

Key Responsibilities:

- Lead, develop and implement Workforce Planning Structure to guide Recruitment Programs and activities
- Improve service delivery by rolling out workforce planning and recruitment guidelines and framework to source and place suitably qualified and quality talents into the business
- Develop and implement programs and strategies to build talent pipeline to meet the business ongoing demands for talents
- Lead and implement Workforce Planning Structure to guide Recruitment Program
- Develop and Introduce E-RECRUITMENT programs to improve online job board workflow and work processes
- Leading and directing workflow processes relating to job onboarding, induction and orientation of new talents
- Leading and managing talent search programs relating to periodic career fairs (physical and virtual) targeting tertiary institutions, colleges and technical training institutions
- Introducing Job Shadow programmes to coincide with the Short-Term employment programs targeting universities and colleges students to complement BBG's busy trading periods
- Developing, guiding and leading the Brand Ambassador programs as part of talent search program
- Continuously reviewing and developing recruitment policies, procedures and workflows with changing business demands
- Provide training, coaching, guidance, and support to direct reports.

Expected Competencies:

- Bachelor's Degree or relevant experiences is required in Human Resource Management or Business
- More than 5 years' experience in a leadership role and has experience leading large teams
- **Proven experience as a Recruitment Manager, Recruitment Consultant or similar**
- **Hands-on experience with Applicant Tracking Systems and HR databases**
- **Knowledge of PNG labour and industrial relations legislation**
- Excellent verbal and written communication and team management skills
- Strong decision-making skills
- Well-developed computer skills – proficient in MS Word, Excel and PowerPoint.

Brian Bell Group has a strong commitment to Initiative, Integrity, Respect, Courage and Honesty.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the website instructions and forward to Vanguard International these documents

- the completed VI application form highlighting your capabilities and experiences,
- an updated CV, three (3) current referees and their full contact details and written references.

A full PD can be requested from our office and applicants are encouraged to obtain this.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 10th June 2022

Only shortlisted applicants will be contacted.

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview