

## Talent Acquisition Manager

The primary responsibility is to develop and execute recruitment and staffing plans tailored to the specific needs of each division/department or project to fill open positions across the organization from retail/DOS to corporate-level positions, including senior management. Responsible for managing the full life-cycle recruitment process for both field Retail and Corporate, managing multiple open positions, including: developing job descriptions; posting positions; sourcing prospective candidates; screening & interviewing candidates; as well as new-hire onboarding. The incumbent will also partner with internal stakeholders in driving employer branding and also in partnering with leadership on developing an internal and external talent pipeline.

### Responsibilities

- Attract, source and screen candidates using a variety of innovative cost-effective techniques including social networking and direct sourcing
- Collaborate to develop a compelling recruitment strategy to hire according to projected staffing plans and increase recruiting efficiency
- Develop strong relationships with Hiring Managers to empower them to make informed hiring decisions
- Manage the hiring requisition process and offer approval processes
- Ensure the best candidate experience throughout the interview processes
- Use social media and company branding to attract the right candidates and build ongoing relationships
- Develop a process to provide and message a competitive advantage within the industry, driving the Employee Value Proposition
- Collaborate with a diverse range of hiring managers to tailor the recruitment process for unique roles
- Responsible for mastering the use of recruiting tools (Success Factors ATS) and other technologies to remain competitive in attracting talent
- Gather and assess feedback on candidates and partner with leadership and department managers to evaluate and assess candidates
- Provide regular updates to managers and other stakeholders regarding pipeline development and progress of candidates
- Execute pre-employment assessment instruments, background checks where appropriate
- Lead arrangements for employee onboarding in collaboration with the HRBP and Hiring Manager
- Manage relationships, contracts and vendor agreements with external search firms and agencies
- Ensure full compliance with national laws as well as with company policies, practices and guidelines
- Additional duties as directed

### Requirements

- Minimum 7+ years of HR experience
- Bachelor's Degree or greater
- Experience in managing full lifecycle recruitment in luxury/high-end retail
- Proven interviewing and sourcing skills
- Familiarity with national laws and compliance within the recruitment process
- Microsoft Office/Suite proficient
- Solid problem solving and time management skills

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- Great interpersonal skills
- Strong communication skills (written and verbal)
- Good attention to detail
- Highly organized
- Excellent written and oral communication skills
- Working knowledge of online recruiting software, preferably with SuccessFactors or any other well-known recruiting software/ATS

## Reporting Line

Korea People & Organization Director