

Job Profile for Head, Advisor Recruitment and Retention

Responsible for Contributing towards the achievement of the Retail Division's targets through Agency training, recruitment and onboarding to meet Company strategic goals.

Role Qualification:

- **Academic/Professional:** Bachelor's degree in any field (Education, Business, Human Resources, or Information Technology is preferable)
- Training, HR, or Project Management Certifications will be an added advantage or any related discipline from a reputable Tertiary Institution.

Work Experience: Minimum of 4 years' experience as a Trainer, Talent Acquisition Specialist, HR Consultant, or related position

Key Responsibilities:

- Oversee planning for (includes budgeting, invoicing and logistics handling) and coordinate all Retail Training and Recruitment activities.
- Liaise with Content Designer to ensure training and recruitment content delivery timelines are met.
- Ensure the development of cost-saving and scalable training and recruitment strategy for the Division.
- Liaise with and manage relationships with external training vendors and recruitment partners.
- Coordinate all activities of the Retail Training Academy Team and the Retail Recruitment Team; ensure all deliverables are met in a timely manner.
- In conjunction with HR Business Partner review framework for the Trainer-To-Sell Program and coordinate the activities of Trainer-To-Sell Officers; participate in the recruitment of Trainer-To-Sell Officers as required and create other training partnership programs where required.
- Closely supervise the Retail Training Academy Team to ensure the implementation of a Learning Management System for the Advisors.
- Liaise with HR Business Partner to develop, continuously review and recommend improvements to strategy for Division Recruitment & Training.
- Coordinate with Retail Distribution Group Heads where necessary to refine Division recruitment and training strategy.
- Liaise with the Learning & Development Team as well as the HR Business Partner when necessary to ensure training needs for Advisors are met.
- Liaise with HR Business Partner to design and implement framework/metrics for monitoring training and recruitment effectiveness.
- Timely reporting of activities.
- Facilitate performance appraisals of team members and drive team productivity; actively develop team members through motivation and coaching and provide guidance and direction to team members as needed.
- Any other activities assigned by the Head, Sales Management and Advisor Expansion Group or the Head, Retail Division.

Required Skills and Competencies

- Proficient in Microsoft Office
- Planning and Organizing Skills

- Communication Skills
- Negotiation and vendor management skills
- Budgeting and time management skills
- Good problem-solving skills and ability to work under pressure.
- Good leadership skills
- Good interpersonal skills
- High degree of professionalism and good business etiquette
- Proactive and able to take initiative.

Interested Applicants should send their CVs to **jobtalentrecruit@gmail.com** stating the role applied for as subject of mail. e.g., “Head Advisor Recruitment and Retention”.