

## PEOPLE OFFICER

### Ideal candidate:

- University degree in HR, Business Communication, Social or similar.
- Work experience in HR field for minimum 1 years (prior experience in mass recruitment, selection, integration, development is an advantage).
- Capable to track a vision and to keep up a direction.
- Customer focus.
- Interpersonal skills.
- The ability to promptly react, analyse, diagnose and solve issues.
- Results and performance drive.
- Effective time-management and organizational abilities.
- Capable of working independently.
- English knowledge.

### Main responsibilities:

Perform HR activities in order to offer positive experiences for candidates & colleagues.

Act in the following HR areas: Recruitment & Selection, Integration, Performance Management, Talent Management, Development, Employee & Labor Relations.

- **Recruitment & Selection** – Perform actions starting from the identification of staffing needs, recruitment channels & messages, carrying out digital & offline recruitment campaigns, selection of candidates, building a strong pipeline of candidates according with current needs; updated with HR trends and labor market.
- **Brand Ambassador** – Promote employer brand and values to candidates & colleagues, build relationships with relevant organizations/partners that could contribute to an excellent candidate & employee experience; participate to HR projects.
- **Talent Management & Engagement** – Contribute to build a great workplace experience through support talent attraction & management and create context for employee engagement to grow.
- **Development** – Support actions on people learning and development. Follow up & create action plans in order to sustain transformation processes from HR perspectives.
- **Employee & Labor Relations** – Acts as a consultant on all human resources policies and processes, for all internal clients and employees; Coordinates and implements, locally, per brand, projects related to the field of human resources.

### What we offer:

- Dynamic and professional working environment
- HR topics diversity
- Opportunity to learn and develop in HR field
- New technologies & new approaches
- Opportunity to be creative and become HR project responsible

**You can apply** at e-mail: [cristina.ivan@spheragroup.com](mailto:cristina.ivan@spheragroup.com) or on link: <https://www.ejobs.ro/user/locuri-de-munca/people-officer/1572008>