

## ***Recruitment Specialist – 2 Years***

### **Role / opportunity**

- Meeting with hiring managers upfront to establish service level agreement, understand position requirements and determines how to partner together to fill open positions.
- Sourcing candidates through direct sourcing, networking, Internet searches, database searches and other methods to attract top talent.
- Conducting phone interviews and/or initial in person interviews to qualify candidates and make recommendations to hiring managers.
- Posting open positions on internet sites and internal website.
- Responsibility for communicating exit interviews - status metrics to Hiring Managers, HR Manager
- Create recruiting strategies to fill positions
- Educate on market conditions
- Brainstorm on ways to attract the best candidates
- Responsible with induction training

### ***Coordination with Hiring Manager:***

- Provides candidate feedback to Hiring Manager. Liaises with candidates and Hiring Manager to ensure scheduling/execution of Hiring Manager interviews. Collects Hiring Manager feedback post-interviews and calculates salary of top candidates.

### ***Interviewing and Assessment:***

- Manages pre-hire assessment process. Interviews, assesses candidates on a multitude of aspects and determines top candidates to be interviewed by Hiring Manager.

### ***Qualifications***

- Excellent verbal and written communication skills
- 2 Years of recruitment experience,
- 1-2 Years of demonstrated success using social media recruitment tools
- Bachelor's degree is strongly preferred
- Demonstrated experience with resume search, passive candidate search
- Proficiency in Outlook, MS Word, Excel and PowerPoint
- Ability to work independently and be self-directed

If interested, please send your CV at this address: [camelia.neacsu@romastru.ro](mailto:camelia.neacsu@romastru.ro)