



**Looking for a new colleague:
Senior Recruitment Specialist**

Location: Bucharest | Full-time

We are a small (for now 😊) but very happy and warm (for the future too 😊) team and company. You know us by the name of **Froo**, or from the more and more numerous and cosy convenience stores that are close to your place, and filled with all kinds of goodies, but most of all with good vibe.

We are looking for a colleague who is passionate with people, HR processes and metrics altogether, who likes to manage recruitment budgets and processes end-to-end, who is resilient and always in for a fun challenge. This is how we see our to-be **Senior Recruitment Specialist** who will take active part in shaping the people part of the organization, driving all talent acquisition processes.

In this role, you will:

- Design and implement the annual recruitment strategy based on business growth plans and workforce needs
- Develop role forecasts, workforce KPIs, and timelines in collaboration with HR Business Partners and leadership
- Build and manage the annual recruitment budget (sourcing tools, employer branding, assessment platforms, events)
- Track and report on recruitment KPIs (cost-per-hire, time-to-fill, quality of hire, pipeline strength)
- Define, standardize, and document the recruitment process, including SLAs, compliance, and escalation procedures



- Ensure alignment with internal HR policies, labor law, and data protection regulations (e.g., GDPR)
- Manage full-cycle recruitment for a wide range of roles (technical and non-technical)
- Engage with hiring managers to refine job descriptions, selection criteria, and interview formats
- Source, screen, assess, and coordinate interviews to ensure high-quality candidate experience
- Act as a recruitment advisor to hiring teams and leadership, providing data-driven insights and market trends
- Collaborate with Marketing and Communications teams to strengthen the employer brand (online & offline)

Ideally, you will bring with you:

- Minimum 5 years of experience in recruitment, ideally with exposure to both operational and strategic HR initiatives
- Proven ability to build recruitment processes and define related policies or frameworks
- Experience managing recruitment budgets and reporting on performance metrics
- Solid understanding of the employee lifecycle and interdependencies between HR functions (e.g., onboarding, comp & ben, workforce planning)
- Strong communication, project management, and stakeholder management skills
- Fluency in English (spoken and written);
- Proficiency in HRIS and ATS platforms (e.g., SAP SuccessFactors, SmartRecruiters, Workday)

What We Offer

- A great team, and definitely a context where you can see your ideas come to life
- The chance to actively shape HR strategy
- Learning opportunities, training programs, and professional development support
- Competitive salary, benefits, and annual performance-based bonuses
- Exposure to international HR practices and cross-functional projects

If we caught your eye, attention, or got you thinking of someone who might be a good fit, do let us know, and send a CV at (dumitrache.carmen@froo.ro; florea.alina@froo.ro)