

Senior Talent Acquisition Specialist EMEA

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **2 000 €**

Cena: **2 400 € bez DPH**

Preferovaná pracovná pozícia

HR Business Partner

HR generalist

HR Manažér

HR Riaditeľ

HR špecialista

Preferovaná lokalita

Bratislava

Jazyky

Slovensky - Expert (C2)

Anglicky - Pokročilý (C1)

Nemecky - Začiatočník (A2)

Zručnosti

SAP - Základy, Microsoft Office - Pokročilý, CRM - Pokročilý

Pracovné skúsenosti / Work experiences

07/2020 - 01/2021

Paternity leave

01/2019 - 06/2020

Senior Talent Acquisition Specialist EMEA

Zameranie spoločnosti:

Manufacture of other parts and accessories for motor vehicles

- » Coordinating with hiring managers to identify staffing needs
- » Coordinating with local HR department, according to place/country of work
- » Determining selection criteria
- » Sourcing potential candidates through online channels (e.g. social platforms and professional networks.)
- » Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- » Assess candidate information, including resumes and contact details, using ATS
- » Design job descriptions and interview questions that reflect each position's requirements
- » Lead employer branding initiatives
- » Organize and attend job fairs and recruitment events
- » Forecast quarterly and annual hiring needs by department
- » Foster long-term relationships with past applicants and potential candidates

2015 – 2018

Senior HR Consultant

Zameranie spoločnosti:

Recruitment agency

- » Identification and selection of relevant candidates based on client demand, job offer mediation when needed
 - » Active approach in business development, upkeep business relations and its development
 - » Presentation of offered services (pers. selects, pers. leasing, trainings, TEMPs)
 - » Intensive communication with key clients, proposing special solutions for them
 - » Personal presentation of fitting candidates - on demand directly at client
 - » Regular reporting (daily, montly, quarterly), taking responsibility for team results

- » HR consultancy for purpose of helping clients according to actual legislative standards (labour code changes, statements, taxes, etc.)
- » Control over whole cooperation process (forming/marking up of trade contracts, negotiation, candidates delivering, billing, business development)
- » Coordination and responsibility for team achievements (assistants+consultants)
- » Cooperation with external accountant, documents preparation
- » Cooperation with payroll clerk, validation, reversals, attendance over timeline and accuracy durring pay off dates
- » Preparing backround data and attendance in tenders, KO data preparation/validation, continuous communication, price check and modification if needed

2011 - 2015

HR Consultant

Zameranie spoločnosti:

Recruitment agency

- » Identification and selection of appropriate candidates according to client demand
- » Creating and signing the job contracts
- » Cooperation with accountant (documents preparations, attendance delivery rushing employee accounts administration, etc.)
- » Meal vouchers distribution, bonuses, travel refundations, etc.
- » CRM database upkeeping and administration
- » Development of "HR Development Academy" workshops
- » Regular services promotion and marketing

2010

HR Assistant

Zameranie spoločnosti:

Recruitment agency

- » Employee administration
- » Candidates search and pre-selection (via phone/skype)
- » Attendance recording, delivery rushing (TEMPS)
- » Different back office activities according to demand
- » Salary documents preparation
- » Mail recordings and documentation delivery

Vzdelanie / Education

2004 - 2009

Andragogy / HR management

2020

Course: **Conflict resolution**

2019

Course: **Stress management**