

Researcher/Recruitment Consultant with German and English

Location: Kraków

Reference: 1009830

HAYS Poland is the part of HAYS plc, the world-leading Specialist Recruitment and HR Services Company. We employ 7,620 staff operating from 255 offices in 33 countries across 20 specialism. We have market-leading positions in the UK, Asia Pacific, Continental Europe and Latin America.

In Poland HAYS opened in 2002 and has since greatly increased its market share. Our offices are located in Warsaw, Kraków, Katowice, Wrocław, Tricity, Łódź, Szczecin and Poznań. Our Consultants' specialist knowledge enables an accurate and speedy process in the search and selection of top employees accordingly to our clients' needs.

Based on our dynamic growth we are looking for a **Researcher/ Recruitment Consultant with English and German**.

Your role will be to develop and deliver candidate attraction strategies, effectively manage the talent pool of Candidates, conducting interviews, short-listing appropriate Candidates, providing feedback and reporting activities, liaising with Hiring Managers and Recruiters to obtain any missing information and to ensure required vacancy approvals are actioned, uploading job adverts onto internal portals and external job boards as required, arranging interviews. You will need to ensure that the recruitment SLA's are met, while following Client compliance procedures.

We are looking for multilingual, dynamic professionals with strong abilities of multitasking and good organization skills. Previous experience within recruitment or Human Resources environment would be an asset. Ideal candidate is a good team player with flexible approach. As you will be responsible for pan-European recruitment projects, you need to be fluent in English and German language would be an asset. IT literate with strong working knowledge of Microsoft Office packages is a must. We're looking for an individual who is highly motivated, has great attention to detail and thrives on working in a fast paced environment.

We offer excellent professional development opportunities. Working for Hays will enable you to learn from experts, deepen the recruitment expertise and use sophisticated recruitment tools. Exciting and rewarding career with comprehensive training, fast track promotion based on merit and a salary package will be provided to successful Candidates.

Please send your application with Job Title at : rekrutacje@hays.pl