

Recruitment Specialist with Greek and English (Bucharest)

Deutsche Telekom Services Europe Romania S.R.L.

Job ID: 50693
Country: Romania
Location: Bucharest
Region: Bucharest
Employment Type: Full Time - Regular
Job Level: Graduate
Languages Required: English

Job Description

 Responsibilities:

- Creates job requisitions and selects predefined selection tools, methods and channel
- Handles posting to standard channels and agencies in line with locally defined guidelines
- Handles all incoming job applications (email, paper and through the system)
- Screens candidates (data quality, qualification, special conditions, online tests)
- Creates candidate reports and ensures recruitment statistics
- Organizes interviews
- Performs reference and pre-hire checks
- Communicates project status to candidates and maintains and updates candidate database
- Answers questions from all stakeholders related to recruitment process

Job requirements

 Requirements:

- Advanced Greek and English language knowledge (oral and written)
- Customer service focus and strong interpersonal skills required
- Listening skills
- Reliability
- Strong analytical and problem solving skills
- Strong verbal/written skills and attention to detail
- Ability to consistently deliver high quality customer service in a professional manner
- Taking initiative in a proactive manner to improve own and team work practices

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If you want to join this innovative team and take the opportunity to be part of a growing company, apply now!

Contact

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