

**Alexander Mann Solutions** is the world's leading provider of talent management solutions. Coordinating client delivery across 82 countries, in the Americas, Europe, APAC and the Emerging Markets, we deliver world-class talent and award-winning resourcing solutions to over 65 outsourcing clients and consult to hundreds more. With almost 3,000 staff, we act as trusted advisors across multiple industry sectors, providing a full range of outsourcing, consultancy and project services to help our clients attract, engage and retain top talent. Our **Global Client Services Centre in Krakow** is now more than 700 people hub.

Due to the continuous growth and future strategic direction we have opened our regional office in Gdansk.

*Currently for our client-global leader at the pharmaceutical market, we are looking for our GCSC in Krakow*

### **RECRUITMENT COORDINATOR/admin role**

#### **Responsibilities:**

- Supporting recruitment team from administrative side (uploading jobs on the system, capturing candidates` applications, placing vacancies on job boards etc)
- Managing incoming interview scheduling, re-scheduling and cancellation requests (face to face interview, video conference, telephone interview, assessment centres). It would include scheduling outlook appointments; booking meeting rooms, updating the system
- Proactively manage the customers' needs and expectations by working directly with the client and recruitment agencies
- Building and maintaining strong working relationships between all parties, ensuring that they are continually appraised and updated on the relevant processes
- Compiling weekly, monthly and quarterly reports as required
- Providing on-going support for candidates and the recruitment teams

#### **Requirements:**

- Fluent Slovak/Czech (!!) and very good English – both verbal and written
- Strong customer and client orientation skills
- Excellent communication, organisational, problem solving and multitasking skills
- Pro-active and positive approach
- Team player

#### **We offer:**

- Professional training programme with knowledge about recruitment processes and buddy who will support you during your first weeks with us
- Additional day off, language classes, multisport card and other benefits
- Opportunities to be engaged in additional initiatives including Employer Branding, Corporate Social Responsibilities or become an Internal Trainer

**Please sent your cv to [paulina.estemberg@alexmann.com](mailto:paulina.estemberg@alexmann.com)**

