

Recruitment Specialist 2 years determined - CTBC

Your tasks

Role Overview

The Recruiter manages the full recruitment lifecycle for multiple target groups, ensuring the attraction, selection, and hiring of top talent while providing a strong candidate experience.

Responsibilities

- Responsible for managing the end to end recruitment cycle for different target groups;
- Cooperates with and consults hiring managers to accomplish all the recruitment assignments;
- Creates and publishes job ads in various portals;
- Screens resumes and job applications;
- Conducts initial phone screens to create shortlists of qualified candidates;
- Interviews candidates in-person/virtually for a wide range of roles;
- Gives feedback to candidates during and after the hiring process;
- Facilitates the decision on the best-fit candidate;
- Prepares and sends hiring offers;
- Maintains all applicants and interview data in recruiting databases;
- Creates specific recruitment KPIs reports on a regular basis;
- Tracks hiring metrics including time-to-hire, time-to-fill and source of hire;
- Trains and advises hiring managers on interviewing techniques;
- Supports the HR team during the development and implementation of programs/ projects/ procedures within their area of expertise that align with business tasks;
- Participates in workshops, company presentations & competitions in recruiting events with professional organizations and/or support from technical departments, organized by the Employer Branding Specialist;
- Networks with potential hires through professional groups on social media and during events;
- Processes applications from recruiting events.

Your profile

We are looking for:

- University degree in a relevant field;
- Minimum 2 years previous experience in a similar position;
- Interviewing skills;
- Labor law knowledge;
- Microsoft Office and ATS knowledge;
- Detail-oriented approach;
- Strong interpersonal and communication skills;
- Ownership, initiative and customer orientation skills;



Job ID

REF95309C

Field of work

Human Resources

Location

Timișoara

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

ContiTech Thermopol Romania S.R.L.

- Fluent in English - min. B1;
- Fluent in Romanian - native;
- Advanced direct sourcing knowledge
- Solid ability to conduct different types of interviews;
- Hands-on experience with various selection processes;
- Strong decision-making skill

Our offer

What we offer:

- **The 13-th salary** - Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Hybrid schedule** - Work-life balance is important, so we offer a flexible schedule. Please agree on this with your superior;
- **Private Health Insurance** - Health is the most important, so we offer you a medical subscription through Signal Iduna;
- **Referral bonuses** - We encourage colleagues to refer new candidates to us and, at the same time, to get the chance to receive a bonus;
- **Bookster** - Feed your body and your mind. You can borrow books and you'll receive them at the office;
- **Sports benefits** - It's important to stay active, so we offer you the 7Card;
- **Discounts at our partners** - We collaborate with different vendors, and we receive discounts for various products/ services like rubbers, restaurants, kindergartens, etc;
- **System for Rewarding Improvement Ideas** - We have an internal improvement program (Continental Idea Management) that gives you the opportunity to come up with ideas and to be honored with an attractive bonus (this is established by the CIM team according to your improvement idea);
- **Happy days** - If you or your child is getting married, or you become a parent, you receive some extra free days;
- **Life events celebration** - If your family is growing, we praise your newborn with a bonus;
- **Unfortunate events** - In case of unhappy events in your life, we support you by offering you free days and financial support (handled on a case-by-case basis);
- **Extra vacation days** - You begin with 22 vacation days/year, and starting with the 3rd year with us, we offer you 1 more day of vacation and, afterward from 2 to 2 years you'll get one more extra day (the maximum you can achieve is 27);
- **Professional development** - Many opportunities to develop yourself within the company;
- **Diversity and multicultural mindset** - We encourage you to join us no matter who, where, or what you are. We have colleagues from different nations and a variety of languages are spoken in our company.

Ready to drive with Continental? Take the first step and fill in the online application.

About us

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded

in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.