

Human Resources Associate

Our client:

A multinational company, active in the FMCG industry

Role & Responsibilities:

- Handling of the recruitment for temporary positions (job posting, screening of applications, organization and conduct of interviews, onboarding process, work certificate, etc.)
- Supporting managers with their permanent recruitment processes (job posting, organization of interviews, confirmation notes, candidates expenses reimbursement, contract preparation, etc.)
- Management of various HR administrative tasks (work certificates and attestations, PO requests, vacation approval, negative replies, etc.)
- Follow-up of the IT devices list
- Update of information on the HR intranet page
- Participation to HR projects upon request

Profile:

- At least 3-5 years of professional experience in a similar position within an international company
- Perfect command of English
- Excellent command of usual IT tools, and SAP as well
- Immediately available

Required skills:

- Excellent communication and organizational skills
- Proactive and hands-on attitude
- Dynamism and flexibility
- Team-spirit and keen service-orientation

Contract type: Temporary (4 months)

Rate of activity: 100%

Starting date: Immediately - ASAP

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Rebeca Gonzalez Grivel
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