



Ваш надежный помощник

# HR Administrative Assistant, Online Researcher, Sourcer

Житомир,

Компания: V&A inc, компания

Рубрики: [HR, управление персоналом](#), [Другие предложения](#)

## Пожелания к сотруднику

Образование: не имеет значения

Опыт работы: не требуется

График работы: удаленная работа

## Описание вакансии

We are an American recruiting company with more than 28 years of success in the US recruiting market. Since 2005 we also have a remote team here, in Ukraine.

In spite of the pandemic, our business is growing, and we are currently looking for Recruiters and Sourcers to join our Ukrainian remote team.

Apply with us if you enjoy working remotely, love talking to people, have a laptop and a good level of English, and want to become a part of a talented international team.

## Benefits of working with V&A:

- Learn a new profession while getting paid (we provide on-the-job training)
- Competitive salary in US dollars
  - Additional performance-based bonuses and commissions
- Paid taxes and internet fee
- Paid seminars/webinars with professional international trainers
- Benefits package (vacation, paid time off, holidays, health/life insurance, gym membership etc.)
- Corporate laptop
- Career growth
- Individual coaching and support from our internal trainer

## Requirements:

- Laptop
- Upper Intermediate or higher level of English
- Strong online research skills
- Good MS Office skills (Outlook, Word and Excel)
- Quiet home office
- Availability to work one of the following fixed schedules of your choice (Kyiv time):
  - - From 3 pm till midnight (8 hours with a 1-hour dinner break) Mon — Fri or Sat — Wed
  - - From 5 pm till 2 am (8 hours with a 1-hour dinner break) Mon — Fri or Sat — Wed
  - - From 6 pm till 3 am (8 hours with a 1-hour dinner break) Mon — Fri or Sat — Wed

## Responsibilities:

- Read and understand various job openings in IT, marketing, finance, manufacturing, engineering, etc.

- Research all unfamiliar skills and technologies to build a good understanding of the requirements for the qualified candidate
- Identify and select qualified candidates from the resume database, access to which we provide
- Cooperate with the recruiting team on selecting the best qualified candidates for our clients' job openings.

Find out more about us and meet our team by visiting our website: <http://recruit.com.ua> and <https://www.facebook.com/vitaver.ua/>

### **Контактная информация**

Контактное лицо: AnastasiaVarban

Сайт: <http://recruit.com.ua>