



# Recruitment Officer

📍 Киев,

Компания: Business & Finance Consulting (BFC)

Рубрики: [HR, управление персоналом](#)

## Пожелания к сотруднику

Образование: полное высшее  
Опыт работы: обязателен  
График работы: полный рабочий день

## Описание вакансии

Alventis Group – in partnership with Business & Finance Consulting ([www.bfconsulting.com](http://www.bfconsulting.com)), a Swiss consultancy in development finance – is looking for a **Recruitment Officer** to lead recruitment projects on a global level.

### What you will do:

- Define the recruitment strategies for projects under your lead
- Lead the full recruitment process for international consulting projects
- Search social networking platforms (e.g. LinkedIn) for appropriate candidates
- Assess candidates' suitability for project openings
- Conduct online interviews in English with candidates and write interview feedback reports
- Facilitate candidates' further testing
- Provide support to management in negotiations with candidates
- Oversee the preparation of all relevant documents for tender applications (CVs, short descriptions of proposed experts, summary presentations, etc.)
- Establish and maintain a strong network of international experts
- Ensure a positive experience for all candidates by providing timely, accurate and relevant feedback as well as by maintaining regular communication with them

### What we offer:

- An opportunity to work for an international company with supportive and fun colleagues
- A healthy work environment
- A high degree of autonomy, responsibility and ownership of the recruitment process for your projects

### What you need to perform well in this position:

- Great communication and writing skills in English (Russian is an advantage)
- Previous experience in recruitment
- Ability to meet deadlines and perform well under tight schedules
- Curiosity to learn more about people and their experiences

### Other details:

- **Location:** home-based
- **Input:** full-time (8 hours/day, Monday to Friday)

If you are interested in becoming part of our team, we are eager to get to know you and collaborate together on the challenging projects that lie ahead! Interested applicants are invited to submit a CV in English at [careers.bfconsulting.com](http://careers.bfconsulting.com) or via email at [vacancy@bfconsulting.com](mailto:vacancy@bfconsulting.com) by October 31, 2020.

Applications are assessed as they are received. Only shortlisted candidates will be contacted. Thank you for your application!

## Контактная информация

Контактное лицо: AlinaRusu

Сайт: <https://careers.bfconsulting.com>