



Ваш надійний помічник

# Head of Recruitment Department

📍 Харків,

Рубрики: [HR, управління персоналом](#)

## Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	від п'яти років
Графік роботи:	повний робочий день

## Опис вакансії

### Project Description:

Dev-Pro is a US-based outsource software development company with 6 years' experience, a team of 300+ professionals, offices in Kharkiv, Kyiv, Dnipro and Lviv and long-term partnerships with more than 20 clients from the US and Europe. Dev-Pro successfully works with projects of various size and complexity, from innovative startups to market leaders, due to its established infrastructure and flexible management. One of our clients is a major player in the Point of Sale (POS) domain in the US market. Other projects are in different business domains including: Education, Real Estate, Financial, Travel and Bookings.

We envision ourselves as a 500+ people company in 2018. Having set such an ambitious goal for growth, we are now facing an exciting period of adapting company structure and processes to the new reality. This means restructuring and growth of the operations teams, definitely, recruitment is one of them.

### Role Description:

Taking the role of Head of Recruiting you'll be in charge of one of Dev-Pro biggest and important operational departments. We expect this team to grow from 15 to 22 people under your leadership in Q1 2018, which includes 16 Recruiters distributed between 4 locations, 5 assistant positions and you. Your responsibilities will include budgeting, team management, streamline of recruitment processes and metrics, representing the company, launching new recruitment directions and close collaboration with leads of others departments (HR, Events, PR, Training, Operations). Being responsible for one of the critical company processes, you'll become a key person for Dev-Pro and will work closely with the top management.

As a company, we want you to be successful and are ready to support you. We take seriously and are ready to introduce changes based on candidates' feedback on our policies, office and social package. We have generous referral programs, grow the team to release the pressure of high workload, use bonus system for recruiters, establish work with recruitment agencies, and invest into multiple conferences and training to build better brand awareness, support IT community and build good relationship with the market. We encourage fast decision making (for example, decision about a good candidate for a hot position will be made on the day of interview, which is possible because every recruiter in the company has direct access to the top management). We love to see our people grow professionally and plan launching quarterly training for recruitment team, in addition to reimbursement of conferences and training participation by request as we do now.

### Required skills:

- 5+ years experience in IT recruitment
- 2+ years experience on lead / managerial position
- Experience managing team of 10+ people
- Experience in recruitment processes setup, support and improvement
- Ability to adapt to fast changing environment and work under pressure
- Excellent English

## Контактна інформація

Телефон: 0956059867

Контактна особа: Kseniya