



Ваш надійний помічник

# IT Recruiter, HR Specialist

📍 Львів,

Компанія: Insoftex

Рубрики: [HR, управління персоналом](#)

## Побажання до співробітника

Освіта: незакінчена вища

Досвід роботи: бажано

Графік роботи: плаваючий графік роботи

## Опис вакансії

Do you like dealing with smart people and enabling them to be more productive? Do you possess outstanding empathy, communication and soft skills? Insoftex has a great opportunity for you – to build a career of a talent (acquisition) manager.

You will professionally grow with Insoftex team and be responsible for creating a good team spirit, comfortable working atmosphere, employer's image, acquiring new team members, onboarding them, and helping with daily challenges.

## Primary Responsibilities

- Mastering the details of our open positions, including role responsibilities and candidate qualifications
- Publishing new vacancies on our corporate website, job boards and public platforms like DOU and LinkedIn
- Sourcing candidates from professional networks, internal databases, etc.
- Search for candidates on LinkedIn, DOU, Stackoverflow, GitHub, job boards, social media
- Gathering details about candidates and updating a recruitment database
- Evaluating applications, screening qualified candidates and scheduling technical interviews
- Bringing a passion and driving for connecting with people and matching them to the right opportunities
- Monitoring and implementing the best recruitment practices and cultivating great candidate experience
- Monitoring and analyzing the labor market
- Guiding employees regarding company policies, values, HR practices (incl. benefits, pay and salary)
- Executing key HR initiatives that support Insoftex's vision

## Knowledge, Skills, Competencies and Experience

- Bachelor's degree in Psychology or a relevant field of study
- At least 0.5 years of experience as researcher/sourcer/recruiter
- Excellent communication and interpersonal skills with the demonstrated ability to influence employees and stakeholders
- Natural tendency to team up, and enjoying working with dedication and passion in changing environment
- 'Can do' attitude using problem solving skills an ability to think creatively; is pro-active and takes ownership
- Must be comfortable working in a metrics-driven environment
- Upper-intermediate or higher level of verbal and writing skills in English.

## Additional pluses

- Completed IT Recruiter courses
- Volunteer experience

## About Insoftex

Insoftex is young, dynamic and family-style software development company.

We are world-class professionals with a passion for applying groundbreaking software engineering and data science to meaningful

projects and noticeable products.

We do full-cycle software product development (from ideation to production) and custom software engineering (migration, integration, design, coding, testing, optimization, etc.).

#### **Website**

[insoftex.com/1856-junior-it-recruiter-hr-manager/](https://insoftex.com/1856-junior-it-recruiter-hr-manager/)

#### **Контактна інформація**

Телефон: +38 (098) 982-78-10

Контактна  
особа: MykhailoFliorko

Сайт: <https://insoftex.com/1856-junior-it-recruiter-hr-manager/>