https://jobs.ua/job-t-rekruter-ofs-admnstrator-3849897

Ваш надійний помічник

IT рекрутер-Офіс адміністратор

Одеса, 26 серпня 2025

Компанія: BramblingTech (https://jobs.ua/company/id/1622966) (Всі вакансії)

Рубрики: IT, WEB фахівці, HR, управління персоналом, Офісний персонал

Побажання до співробітника

Освіта:	не має значення
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

Опис вакансії

We’re Hiring: Recruiter + Office Administrator at BramblingTech

Do you love connecting with people, solving tasks at lightning speed, and keeping things perfectly organized? Then you might be the one we’re looking for!

We’re on the hunt for a Recruiter + Office Administrator — someone who will become an essential part of the BramblingTech family.

Who We Are:

We’re BramblingTech — a fast-growing, energetic IT company based in the heart of Odesa. We’re passionate about building awesome websites and web services.

We specialize in outsourcing, outstaffing, and creating our own products.

Our playground- E-commerce, healthcare, education, tourism, media, and more.

We’ve got clients all over Europe and the USA who already know — we’re pretty cool!

What You'll Be Doing:

Recruitment (Full Cycle):

● Receive hiring requests and create vacancy descriptions

● Build candidate profiles and post jobs on various platforms

● Manage active and passive sourcing (be ready to hunt!)

● Coordinate and conduct all interviews

● Work with offers and candidate negotiations

● Keep the candidate database organized and up to date

Document Management:

● Control signing and proper storage of documents and contracts

Office Administration:

● Keep the office comfy and smooth: security systems, cleaning schedules, air conditioning, plants

● Supervise cleaning staff: schedules, quality control, payments, and hiring

● Order office supplies, snacks, and small tech essentials

● Handle petty cash and expense documentation

● Track and manage access cards, keys, and office equipment

● Monitor inventory: issuing, returning, and accounting for equipment

Internal Events & Learning:

● Organize corporate courses (like English classes), manage payments, and track attendance

● Arrange team events: onboarding, parties, celebrations, gifts

Who We’re Looking For:

● Someone who loves order and knows how to switch between tasks like a pro

● Independent and self-driven problem-solver

● English level Pre-Intermediate or higher

● A multi-tasker who can easily juggle recruiting and admin tasks

● Proactive, friendly, and super responsible

What We Offer:

● Supportive and fun team vibes

● Learning & personal growth opportunities

● Cozy office in Odesa (Dobrovoltsiv St., across from Victory Park)

● Hybrid work format: 3 days in-office + 2 days remote

● Competitive salary + performance reviews + hiring bonuses

● Real work-life balance

● Growth opportunities in a company that’s aiming high

Контактна інформація

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