https://jobs.ua/job-t-rekruter-ofs-admnstrator-3850163

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# 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**

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|---|---|
| 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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|---|---|
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