

IT RECRUITER, Bucharest

Project Description

Luxoft mission is to provide our clients with high-end IT services & solutions delivered by top talents. We are looking for talents with a passion for technology & ready to create original solutions. Once on-board, you are invited to expand your knowledge & skills, offering you a continuous learning experience helping you stretch your potential. So if you are enthusiastic by the idea of accessing cutting edge technology & innovation to make an impact, why don't you join us?

Responsibilities

Source potential candidates through online channels (e.g. social platforms and professional networks)

- Identifies the most productive sources of selection;
- Select potential candidates based on the candidate profile and job requirements;
- Contact candidates and conducts prescreen and interviews
- Develop short list of candidates and working with department heads to complete projects;
- Completes and maintain the integrity of the database;
- Participate in employer branding activities and job fairs
- Prepare and submit various periodical reports;
- Develop and maintain a good collaboration with internal clients and other departments

Skills

Must have

- Proven work experience on a similar role
- IT recruitment experience
- Very good communication skills and interact with people
- Good knowledge of using MS Office (Word, Excel, PowerPoint)
- Ability to plan and organize activities
- Dynamism and creativity

Nice to have

Sales

Languages

English: C1 Advanced

Seniority

Regular