



ManpowerGroup is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.



On behalf of our client, innovative software company, ManpowerGroup Serbia is searching for a motivated candidate to take the challenge and to successfully fill the position of:

Recruiter & Admin

Location: Belgrade

Job description:

- As owner of the Recruitment process:
 - Preparing job descriptions/job offers/job ads
 - Sourcing and allocating new sources for candidates
 - Creating and maintaining relationship with potential candidates
 - Maintaining workflow with recruiting managers
 - Creating & monitoring of candidate database
 - Focal point to University, recruiting companies etc.
- Admin responsibilities:
 - Social network company promotion
 - Organizing different company events
 - Organizing and scheduling appointments
 - Office supplies procurement
 - Basic accounting, petty cash
 - Provide general support to managers, employees and visitors

The position is for a period of one year with a potential for extension.

Job requirements:

- University degree
- Experience in a similar position
- Good knowledge of using social network apps (LinkedIn, Facebook etc.)
- English: fluent (verbal & written communication)
- Good knowledge in Office tools like Word, Excel and Power Point
- Highly developed communication and interpersonal skills
- Strong organizational skills with the ability to multitask
- Energetic and results-oriented person

ManpowerGroup is an Equal Opportunity Employer and considers applicants for all positions without regard to gender, marital status, national origin, age, creed, religion, race, colour, ancestry, sexual orientation, physical or mental disability. All applicants will be informed and shortlisted candidates will be invited for an interview.

Job order ID: 2217
www.manpower.rs

APPLY NOW

Deadline for applications:
10.07.2017.