



Talent acquisition support

The primary goal of this position is to optimize HR Support in the hiring process while increasing the productivity and strategic value of HR recruiting team around the globe.

Join and make a difference.

How it works



Engaging with Managers, Recruiters, Candidates and other stakeholders



CV screening



Supporting Recruiters in internal selection process



Key areas of responsibility

- Engaging with Managers, Recruiters, Candidates and other stakeholders
- Interview scheduling
- Accepting and routing requests for assistance via the Workday recruiting platform
- CV screening
- Supporting Recruiter in internal selection process

Candidate profile

- Strong working knowledge of Microsoft Outlook, Word and Excel
- Ability to organize and manage multiple priorities effectively
- Adaptability/Flexibility - Demonstrates the ability to maintain professionalism and a positive attitude when encountering changes in the workplace
- Initiates Action - Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive
- Building Working Relationships - Develops and uses collaborative relationships to facilitate the accomplishment of work goals
- Performs other corresponding duties and tasks in accordance with his qualifications as directed by employer



Trizma is offering



40-hour work week (9-5)



Multinational company



Dynamic position



Professional development



Advancement opportunity



Paid training