



HR Recruitment Assistant

ABB Bulgaria EOOD - Branch Rakovski, Plovdiv

A global leading multinational company in power and automation technologies is looking for HR Recruitment Assistant.

In this position you will be responsible for providing professional recruitment support to ABB Switzerland.

Location: Rakovski, Bulgaria
Job Function: Human Resources
Employment Contract Type: Regular/Permanent, Full-Time

Tasks

- Handling of new job requisitions in ABB Recruitment system and pre-selection of candidates
- Posting via ABB Recruitment System
- Correspondence with candidates via eRec (interview invitations, interim notifications, rejections etc.)
- Handling of VIP candidates, unsolicited applications
- Taking care of Talent Pools (ensure data quality, update the pools, upload candidates after fairs etc.)
- Handling of invoices
- Contract preparations
- Preparation of presentations

Requirements

- University degree in Business Administration, Human Resources or similar (Bachelor or Master)
- Preferably 2 years of experience in similar position
- Excellent verbal and written communication skills in both English & German
- Very good knowledge of MS Office
- Ability to handle multi tasks
- SAP knowledge will be an asset
- Strong communication & presentation skills
- Strong planning and organising skills

- Should be eager to learn, flexible, open-minded and team-work oriented.

Additional Information

- Employment in a strong international company known for advanced technology and innovation
- An open company culture supporting people development
- Initial training provided

If you are interested in this position, please send your CV and letter of interest until 15th February 2014.

Contact details

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ABB (www.abb.com) is a leader in power and automation technologies that enable utility and industry customers to improve performance while lowering environmental impact. The ABB Group of companies operates in around 100 countries and employs about 145,000 people.

Our ambition.
Your legacy.