

*OUR CLIENT, a leading multinational production company in East-West Bulgaria, is looking for an experienced and motivated professional to lead one of the production business units in its plant and to step in the position of:*

## RECRUITMENT MANAGER (Ref. RM)

### MANUFACTURING

**THE POSITIONS REPORTS TO HR AND H&S DIRECTOR**

**RESPONSIBILITIES:**

- Effectively partners with business units managers to proactively determine staffing needs and recruitment strategies for vacant positions;
- Develops and executes sourcing strategies that enable the delivery of ongoing pipelines of candidates to support multiple roles with a critical emphasis for the organization;
- Responsible for the leadership, coaching and development of other recruitment professionals;
- Implements sourcing and staffing strategies to provide qualified and diverse candidate pools acquiring talent for key strategic initiatives and improving areas of under utilization;
- Responsible to execute, maintain and report appropriate metrics related to plan achievement including time to fill, cost per hire, representation levels, and hiring process standards and expectations;
- Establish and direct the standards of pre-screening and assessment of candidates and ensuring effective selection process;
- Responsible to manage and report on service level standards which specify expectations, roles and accountabilities and timelines for recruitment, human resource generalists and hiring managers within the sourcing, assessment, selection and offer processes;
- Works in partnership with functional areas of HR and with hiring managers ensure all aspects of the hiring process meet standards and expectations of the hiring process and key financial controls;
- Develops strong networks with external and internal resources to help facilitate the recruitment of high potential candidates.
- Develops Talent development and Succession planning systems.
- Maintains and develops Performance appraisal system as per group requirements.

**REQUIREMENTS:**

- University graduate in Human Resources, Psychology or Engineering
- At least 3 years professional experience in managing a recruiting and staffing function in production company
- Strong track record of success in sourcing, recruiting, interviewing and assessing candidates
- Ability to manage multiple recruitment assignments and ability to shift priorities in a fast paced and challenging environment
- Strong verbal and written communication skills
- Very good skills in both written and spoken English

**THE COMPANY OFFERS** a competitive compensation and benefits package and a unique opportunity to grow in a global environment.

If you are interested in the position and you consider yourself matching the criteria, please send your **CV in English language** quoting the reference number of the position (**Ref. RM**) to: **Marina Tzvetkova** at [marina@pendlpiswanger.bg](mailto:marina@pendlpiswanger.bg) not later then **8<sup>th</sup> August 2014 (Friday)**.

*All documents will be kept in strict confidentiality.*

*Only short listed candidates will be invited for an interview.*

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