

# Recruitment Specialist

## Retail

### Bucharest

Our client is one of the most important players in retail industry, multiformat, and it is the subsidiary of a top European group. On its behalf, we are looking for a **Recruitment Specialist**, with previous similar experience. The right person is acting as an advisor, involved and customer oriented. S/he is eager to contribute to the team's outcome and ready to support digitization of the recruitment activity in the company. S/he will have the opportunity to carry out a rich and dense activity, considering the stakes of the sector and the characteristics of the company. Significant professional development opportunities are available.

#### Responsibilities:

- Focus on end-to-end recruitment for all business units (HQ and Operational);
- Manage the recruitment process internal side (sending newsletters, monitoring and forwarding candidates, counseling hiring managers etc.);
- Building an effective talent pool and managing it proactively;
- Screening candidates and drawing up shortlists for hiring managers to interview;
- Drafting offer letters and submitting them to the candidates;
- Provide support for specific situations, such as succession planning or major recruitment campaigns, requested by operational BU's.

#### Candidate profile :

- Volume recruitment experience is a key advantage;
- Ability to work effectively with a broad range of people and positions;
- Solid interpersonal skills, including the ability to build strong relationships and support among stakeholders;
- Capable of taking action quickly and thinking strategically, even in ambiguous situations;
- Strong analytic and problem solving abilities;
- Excellent direct search abilities, using LinkedIn and other similar platforms;
- Be a Tech Savvy individual, with a minimum computer proficiency in Google Workspace (G-Suite), Microsoft Excel & Word;
- English advanced, French is a plus.

**BPI group** is a global management and human resources consulting firm, providing solutions that span the talent management lifecycle, including: Talent acquisition, development & motivation, successful change management, reorganization, restructuring and outplacement. We are operating on the Romanian market since 1996, providing solutions adapted to the Romanian context doubled by international expertise.

To apply, send your resume to [lacramioara.radulescu@bpi-group.com](mailto:lacramioara.radulescu@bpi-group.com) . Only eligible candidates will be contacted. All applications will be treated in complete confidentiality.

We undertake to respect your right to the protection of personal data in accordance with all applicable laws and regulations, including the General Data Protection (EU) Regulation 2016/679 (also called GDPR).

Please take a look to our [Confidentiality Policy](#) before applying to this job opportunity.