

Talent Acquisition Specialist

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Company: Jobly.fi

Location: Denmark

Category: business-and-financial-operations

Redeem Tech is a Tech startup that possesses the experience and expertise to provide reliable Technical solutions to businesses from a broad range of industries. We cover areas such as SaaS, mobile apps (Android, iOS, Windows Mobile), desktop applications Windows, macOS, Linux), web solutions, and IT services. We help business owners establish their online presence without the overbearing challenges posed by technology. We believe in minimizing the effort from the client.

We are looking for a skilled Recruitment Officer who will recruit, support, and develop talent through developing policies and managing procedures. You will be responsible for administrative tasks and you'll contribute to making the company a better place to work.

If you are passionate about HR and highly efficient, give us a chance to meet you. We expect you to know various HR functions. We want to see a committed and approachable individual and be impressed with your character and skills.

The goal will be to provide excellent assistance and support to employees and managers.

Responsibilities

Support the development and implementation of HR initiatives and systems

Provide counseling on policies and procedures

Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process

Create and implement effective onboarding plans

Develop training and development programs

Assist in performance management processes

Support the management of disciplinary and grievance issues

Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements

Review employment and working conditions to ensure legal compliance

Requirements

Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)

Experience in interviewing and head-hunting is desirable.

Understanding of labor laws and disciplinary procedures

Proficient in MS Office; knowledge of HRMS is a plus

Outstanding organizational and time-management abilities

Excellent communication and interpersonal skills

Problem-solving and decision-making aptitude

Strong ethics and reliability

BSc/BA in business administration, social studies or relevant field; further training will be a plus.

What We Offer

Flexible working hours, flexible working place.

you will gain the opportunity to develop, design and implement your ideas.

Opportunities to learn and develop your skills and career.

START:

We would like you to start as soon as possible, and we are looking for both part-time and full-time engagement, but preferably with a minimum of a 3-month attachment to the company. Please Note that , It is an Unpaid Position.

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