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Ref. 1675 HR Business Partner

Workplace
Moscow

Description

Russian Company based in the city of Moscow is looking for a professional with strong skills in recruitment, especially in sales department.

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Responsibilities

Selection Manager with experience searching commercials profiles from different channels. It will be necessary for you to reside in Moscow and to speak Russian.

- Writing job advertisements and deciding how and where jobs will be advertised
 - Designing or revising application forms, including developing online processes
 - Providing professional support and advice on recruitment to line and departmental managers
 - Advising managers on best practice recruitment and selection
 - Preparing job descriptions and person specifications
 - Devising, running and evaluating selection processes including interviews, psychometric tests, personality questionnaires and various group activities
 - Keeping up to date with current employment legislation and ensuring that line managers are effectively briefed on any relevant changes
 - Running selection centers for graduate recruitment and more senior vacancies
 - Developing plans to relocate staff to new departments and jobs due to restructuring within an organization
 - Assisting in the implementation of redundancy programs, which may include the development of early retirement packages and voluntary redundancy schemes
 - Design and develop the recruitment flow chart process
 - Design and develop the pre-hiring assessment tools
 - Preparing other recruitment material depending on the type of organization, for example, brochures and further particulars
 - Developing creative recruitment solutions if the organization is experiencing difficulties in attracting the appropriate level and quality of staff
- Screening application forms and short listing applicants

Remarkable

- The possibility of have collaborated with others companies is appreciated.
- Have participated in the creation of commercial department, especially commercialization with products.