



RECRUITMENT SPECIALIST - POLAND

FORTE is one of the largest European manufacturers of furniture for self-assembly. The furniture is created with passion by Polish and foreign designers. FABRYKA MEBLI "FORTE" S.A. manufacture a wide range of furniture for the dining room, living room, kitchen, bedroom and youth room.

Job description / Scope of responsibilities:

- Verification and selection of candidate applications according to the desired profile and appointment of candidates
- Conducting recruitment of candidates for lower and middle level positions
- Making and posting announcements
- Managing the candidate database
- Implementation of internship programs and apprenticeship programs
- Participation in job fairs and other events
- Caring for employer branding.

Education

Higher.

Experience Target

At least 2 years of experience in conducting both direct and telephone recruitment interviews, experience in working with external recruitment service providers, or working directly with the agency.

Knowledge/Skills/Abilities

- **Polish** - fluent
- **English** – B2 level
- Excellent knowledge of recruitment and selection methods
- Knowledge of the specific nature of the Podlaskie voivodship market
- Very good knowledge of Excel, Word, Power Point
- Flexibility, conscientiousness and responsibility for projects
- Ready for business trips

Working Conditions

- Temporary contract for 3 months, then contract for an indefinite period
- From 2000 PLN. Salary to be agreed with the employer
- Full time. 40 h per week



Deadline for applications: **29/06/2017**

If you are interested, please **send your CV in English** to a.kruszewska@ohp.pl

Contact details to EURES adviser or employer's representative:

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