

EPPC Albania on behalf of its client, *an International company* which support industrial customers in product and process engineering, creating and managing technical content, as well as marketing, translation, printing and virtual experience, is currently recruiting a **HR Generalist**.

Major Responsibilities:

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; Collaborates with departmental managers to understand skills and competencies required for openings;
- Maintain talents pool database; (contact information, availability, areas of expertise, rate negotiation, rate mappings, etc.)
- Ensure all associated documentation is kept secured and up to date;
- Liaise with Hiring managers as needed;
- Implement creative recruiting strategies to create a qualified and diverse candidate pool;
- Carry out administrative/HR tasks as required;
- Post jobs, network and source across multiple channels;
- Use traditional and non-traditional resources, tools and techniques to identify and attract quality candidates;
- Manage candidates and talents activity through databases;
- Perform other incidental and related duties as required and assigned

Requirements for this position are:

- Bachelor's degree in **Human Resources, Business Administration**, or related field required;
- **At least one year of human resource experience** preferred;
- Very good spoken and written of **Italian and/or English**;
- Experience in sourcing for the Albanian market;
- Ability to act with integrity, professionalism, and confidentiality;
- Strong analytical, communication and problem-solving skills;
- Be very accurate, detail oriented, persuasive, persistent and patient;
- Demonstrated organizational, time management, and prioritization skills;
- Ability to build rapport and maintain positive and effective working relationships at different levels.

How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted only if your CV will be qualified.