

**EPPC Albania** is currently recruiting an **HR Advisor**.

The focus of the role will be mainly the management of the end-to-end recruitment process, including sourcing, screening, interviewing, and selecting candidates, utilizing various sourcing methods and strategies to attract a diverse pool of qualified top-tier talent.

You will provide your expertise and support, to drive forward the business recruitment objectives for a varied workforce, building and nurturing relationships with potential candidates, clients and stakeholders.

**Requirements for this position are:**

- University Degree;
- Previous experience within a recruitment environment;
- **Very good knowledge of full-cycle recruitment processes;**
- Very good use of Social Media (*Fb, Instagram, Linked In, etc*);
- **Very good command of Italian– MUST;** (*English language is an advantage*);
- Proficiency in MS Office;
- Excellent communication and interpersonal skills to build strong and lasting relationships with candidates and EPPC's partners;
- Highly organized and people-oriented, with ability to handle confidential information with professionalism and discretion;
- Excellent time management and prioritization skills;
- Driving License (Category B) would be preferable.

**Benefits:**

- **32-hour work week;**
- **Bonus Scheme;**
- **Excellent working conditions.**

**How to apply:**

To apply for this opportunity, please send your CV through the following link: <https://aplikim.eppc.al>

You will be contacted by EPPC, only if your CV will be qualified.