



Learning & Recruitment Coordinator

Role overview

The **Learning & Recruitment Coordinator** supports all HR and educational-related processes by engaging in development activities for our students as well as the recruitment, integration and retention of LINK group employees.

Requirements

- Graduate of at most 2 years from a bachelor's degree in Psychology;
- 1-2 years of working experience in the field of Recruitment;
- At least 6 month experience or courses in the field of Counselling;
- Desirable, not mandatory: long-term training courses and IT recruitment knowledge.

Responsibilities

- **Needs and satisfaction analysis on all students** through surveys, participants' direct approaches and teacher observations; based on survey answers, establishing learning needs and implementing learning solutions for future courses and seminars;
- **Learning counselling**- supporting students in achieving full academic and personal potential;
- **Career counselling**, tracking and support for all LINK group students and graduates.
- **End-to-end recruitment coordination** for all internal positions in Bucharest & Timișoara (profile calibration, ad creation and posting, sourcing, screening, interviews, submitting shortlists and providing feedback);
- **Onboarding Partner**- delivering a positive employee experience by acting as subject matter expert in understanding the company framework, as well as SPOC for staff and hiring managers;
- **Organizational Development** initiatives agreed with the HR Manager (Performance Evaluation, Feedback 360, Employee Satisfaction Surveys, Employee Retention projects etc.);
- **Update of HR-related materials**: interview & assessment templates, job descriptions, job ads, surveys;
- **Collaborating with the CCD & Marketing Coordinator** for Employer Branding purposes, partnerships with companies to obtain jobs for our students, job ad posting, seminar topics and student feedback;
- **Other tasks** as assigned by HR Manager, Country Manager and/or Executive Manager.



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