

Bulwork is the first IT/BPO recruitment agency in Bulgaria with more than 16 years of significant presence in the market. The company has established a reputation for delivering high quality services to both candidates and clients. The company respects the candidates and always strives to find the most suitable and challenging job for them.

Keeping the trend and tradition for attracting fresh minds, currently we are looking for the next positive and motivated talent for our company! If you have passion for communication and want to develop yourself in the HR area take a look at the vacancy for our team in Plovdiv:

## **JUNIOR RECRUITMENT SPECIALIST**

You will have the chance to be part of our internal training program which can develop your knowledge and skills. That will help you to enter in the amazing world of the recruitment and to gain experience in the most prominent company in this field in Bulgaria We will learn how to write job advertisements, to interview candidates, to provide, documents match process and feedback. Last but not least, you will be part of excellent and positive team of motivated colleagues.

### Some of your duties after the completion of the training:

- Preparation and publishing job advertisements
- Pre-screening of job applications
- Testing candidates' skills and knowledge
- Conducting interviews with short-listed candidates.

To become eligible for the position it will be good to have:

- University degree or a last-year student in Human Resources or relevant specialty
- Deep interest in the field of Human Resources
- Very good command of English language (B2/C1/C2) - both written and spoken
- Strong communication and presentation skills
- Ability to organise and prioritise and to keep the deadlines.
- Very good knowledge of MS Office Package, active Internet user.

### The company will attract you with:

- Excellent remuneration plus social benefits program.
- Additional bonuses based on your work performance
- Opportunity to work in a friendly team
- A cosy office in the heart of the center in Plovdiv
- A chance to participate and to work on various challenging projects.

If you are interested in making career in the field, don't hesitate to apply for! Send us your recent CV in English and make a step forward!

**Our contacts:**

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