**Junior Recruiter  
Volume Recruitment**

**Job overview:**

This is an entry level position that will allow you to step into the recruitment world**.** You will join a great team of professionals taking care of incoming applications. You will be responsible for identification of successful candidate profiles and progressing their recruitment process. You will work in a fast-paced environment and build relationships with various stakeholders.

This means you will:

* Review applications
* Interview candidates on the phone to determine their suitability for the role
* Engage with senior recruiters or managers to discuss candidates profiles
* Update the recruitment system so that it accurately reflects recruitment process

**To be successful in this role, you should have:**

* Excellent communication skills and good phone manner
* Pro-active approach and a can-do attitude
* Fluency in **English** (min. C1 level)
* Ability to prioritize tasks effectively
* Willingness to develop yourself in the Recruitment area

**We offer:**

* Clear career path
* Excellent opportunities to grow in the **multinational environment**, with options to work on-and off-site
* Possibilities to work **remotely**
* Opportunity to work on various **international projects**
* The chance to work with **market leaders** from various sectors and countries
* Opportunity to get engaged in **additional initiatives** including Employer Branding, Corporate Social Responsibilities and Social Fund events or become an Internal Trainer
* Professional **training programme** and possibility to use innovative recruitment technology
* Two additional days off, language classes, multisport card and other benefits



We are **Alexander Mann Solutions** and we’re passionate about helping companies and individuals Alexander Mann Solutions fulfil their potential through talent acquisition and management. Today, nearly 4,000 of our talent acquisition and management experts are partnering with our blue-chip clients across multiple sectors and in more than 90 countries. Delivering a distinctive blend of outsourcing and, through our Talent Collective team, consulting services, our unrivalled experience, capability and thought leadership helps our clients attract, engage and retain the talent they need for business success.

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