

# We are looking for personnel reinforcement!



To strengthen our HR team at our Head Office in Sulzbach am Taunus (near Frankfurt am Main) we are looking for a

## HR Specialist Recruiting (m/f/d)

### Your key responsibilities

- Creation and updating of job descriptions in consultation with the specialist departments
- Creation of meaningful job advertisements based on existing job descriptions for placement on the career site as well as for external recruiting channels and social media
- Identification and review of optimal job portals, job platforms and social media channels
- Selection and offer negotiations with suitable agencies regarding job packages and job advertisements
- Contact person for personnel service providers, universities, further education institutions and the employment agency (Agentur für Arbeit)
- Updating and maintenance of the applicant database
- Creation of qualitative reports and statistics
- Checking the completeness of incoming applications and requesting any missing documents/information
- Pre-selection of applications and passing them on to the specialist departments
- Support managers in the qualified selection of future talents
- Intensive follow-up of timely feedback to candidates
- Organization of video and face-to-face interviews
- Optimization of recruitment channels and procedures
- Organization and support of personnel fairs and applicant events
- Support with the implementation of a university marketing
- Support in the set-up and further development of an employer branding
- Support in onboarding and offboarding as well as in various HR projects

### Your profile

After successfully completing a commercial apprenticeship with further training as a human resources specialist, you have gained several years of professional experience in Human Resources, especially in recruiting. Furthermore, you have the following skills:

- Solid knowledge of administrative processes in Human Resources
- Proficient with social media features/processes such as Xing/LinkedIn/Instagram, etc.
- Knowledge of the latest sourcing techniques, trends, and tools
- Experienced in working with the Microsoft products Word, Excel, Outlook and PowerPoint
- Ideally, initial experience with the personnel management systems PERSONIO or WORKDAY
- Structured, self-responsible, conscientious and proactive way of working
- Commitment, flexibility and resilience
- High level of social competence, empathy, discretion, loyalty and integrity
- Ability to work in a team and strong communication skills
- Excellent language skills in German and a good knowledge of English, both written and spoken

### Our offer

We offer you a modern, attractive and secure job with career prospects, exciting and multifaceted tasks and projects, flat hierarchies with short decision-making processes as well as plenty of room for the development and unfolding of your personal and professional strengths. A pleasant working environment in air-conditioned offices equipped with state-of-the-art technology and conveniently located is awaiting you. The orientation phase with your own mentor will give you a smooth start. We support your work-life balance with a flexible working time system, 30 days of vacation, special leave and home office offers. Our services are enhanced by an attractive, performance-based compensation as well as other benefits. Convince yourself and let's get in touch right away. We look forward to receiving your application, stating your salary expectations and earliest starting date. Please send your application to [job@diamos.com](mailto:job@diamos.com).