

Do what you do best!

Or explore what you've never done before!

Work with us. Together we can make a difference.

Many companies, organizations and people together form IKEA. Everyone, idea and solution helps us to be good at what we do - to create a better everyday life for the many people. To make this a reality we need to work together, co-create ideas and allow for the many people to influence and improve our business. And with the many people, we mean you.

Junior Learning & Development, Talent Acquisition & Communication Specialist

Sofia

Job Role

In this role, you work in close collaboration with our people and help them to grow with us. You support the performance appraisal with a focus on talent development.

You ensure new hires get excellent onboarding and training, and existing staff receive outstanding training and development to help them do their jobs.

You support talent acquisition activities with a focus on recruiting positions on a managerial level.

Focusing on employer branding, you promote values, norms, drivers, culture and make visible the soul of our organization.

A day in your life with us

Coordinate the development plans

- Support the performance appraisal process, implementation and further improvement of specific performance improvement initiatives
- Follow up and secure the implementation of the agreed annual training, ensure strong focus on development planning and capacity building
- Present new trainings, review and select existing training materials, conduct a variety of training sessions

Conduct the recruitment process

- Support the recruitment for all new projects and on a country level
- Build and maintain an effective network with universities, professional schools, work groups or professional organizations, career forums, open days etc.

Execute internal communications

- Responsible for supporting and execution of internal and external communication programs
- Run social responsible and charity projects and motivate and inspire our employees to engage in these initiatives.
- You create reports, analyze HR analytics data and you are able to understand key organizational dynamics, trends and issues, and utilizing findings to specify and carry the relevant actions.

Who are you?

- You are a student or have an university degree in Social Science
- Working level of English
- Ability to multitask and work hard

- Must be very detail oriented and possess strong organizational and follow up skills
- Demonstrate a strong commitment to exceptional customer service

We offer

- Highly professional and fast working environment.
- Food vouchers up to 110 BGN
- Discount in IKEA 15% and Intersport 20%
- Annual bonus, based on the store's achievements;
- Additional health insurance;
- Holiday vouchers from internal initiatives.
- Voucher for birth of a child – 100 BGN;
- Voucher for marriage - 240 BGN;
- Voucher for child with excellent grades in school – 160 BGN;
- Voucher for a newly admitted student in university /child of our employee/- 320 BGN .

Be yourself and discover job opportunities at IKEA!

Apply with a CV in .doc or .pdf format.

Send your CV on this e-mail address: **nevyana.zhelyazkova@ikea.bg**

What makes IKEA unique, both as a place of work and as a brand, is our shared values and strong culture. Working with us is like working with your friends. Our culture is based on togetherness, enthusiasm and fun. And we are always looking for people who share our positive mood and values.



To create a better everyday life for the many people