



HR Specialist Role

What's the role?

The HR Specialist is part of the HR team and contributes to our global vision as an employer of choice. The person in this role will lead and manage the end to end recruitment process, as well as generating and nurturing talent pipelines, and supporting onboarding activities and HR initiatives from local and international perspectives.

Who is Hilti?

If you're new to our industry, you might not have heard of us. We provide leading-edge tools, technologies, software and services for the global construction sector. We are truly international company and we have a proud heritage, built over 75 years, and a worldwide reputation for pioneering products and first-rate service. With 30,000 people in more than 120 countries, we're a great place for you to show us your worth as you learn, grow and carve-out your career.

What does the role involve?

Within the end to end recruitment process, you will work in close partnership with your hiring managers and local and regional HR teams from the moment you receive a request to recruit. You will perform necessary administrative tasks using our internal recruitment platforms; source, screen and interview candidates, and organize stakeholder interviews, all the while offering a best in class candidate experience.

In this role you will manage referrals and external talent pools and build a bench/pipeline of candidates for future recruitment needs, you will also support where needed with internal talent pools with the organization of local development centers, trainings and development programs. As part of this role you'll support your market in attracting local talent through social media strategies and employer branding related to talent attraction and localization needs.

Additionally, you will be taking an active part in tasks related to operational part of HR as well as in all HR projects and initiatives aimed at building employee engagement and nurturing a caring and performance oriented culture while being an ambassador and role model when it comes to our internal people approach and common values.

What do we offer?

We'll give you what you need to excel in your role, including ongoing training from the start. Your responsibilities will be great and, with them, we'll give you the freedom and autonomy to do whatever it takes to deliver outstanding results.

Show us what you're made of and we'll offer you opportunities to move around the business – to work abroad, experience different job functions and tackle different markets. It's a great way to find the right match for your ambitions and achieve the exciting career you're after.



Why should you apply?

We have an excellent mix of people, which we believe makes for a more vibrant, more innovative, more productive team. So, if you've never worked in construction, that's fine with us. Success at Hilti is down to teamwork and ability, no matter what your background.

What you need is:

University degree in HR, Psychology, Business administration or similar field;

Students' applications at 3-4 year of their studying in the field of HR, Psychology, Business Administration or similar are highly appreciated if they are willing to learn HR topics such as: recruiting, employer branding, full cycle of HR administration as well as willing to travel abroad.

Experience in HR will be considered as an advantage;

Fluent in English;

Good command of MS Office (Excel, Word, Power Point);

Excellent communication and detailed-oriented skills.

Are you interested? Please provide your CV at following e-mail address: BG.Careers@hilti.com

The personal data provided by you will be processed for the purposes of the recruitment process and will be treated in full confidentiality.