



"Sopharma Trading" JSC, part of Sopharma Group, is a trading company providing quality and innovative services in the field of health care.

We believe that people are our main value!

Human Resources and Administration Department is looking for dynamic and responsible professional on the position of:

Recruitment specialist

Main responsibilities:

- Perform full-cycle recruiting efforts from requirement definition through creation of job profiles, setup of communication channels, prescreen, interviewing, offer management and hire.
- Act as trusted advisor to the Hiring Managers, ensure deep understanding of their needs and develop effective recruiting strategy to meet them.
- Identify, attract, select and hire world-class talent ensuring candidates' and internal stakeholders' experience.
- Manage and execute the entire process of Internship hiring in company.
- Present the company at Career forums and various career events.
- Drive engagement with candidates representing the Sopharma Trading employer brand and the job opportunity to meet the needs of all parties.
- Partner with external hiring agencies when needed.
- Assess the need and manage out-of-the-box methods to meet hiring demands.
- Take part in additional HR programs and projects when needed.

Requirements:

- At least 2 years of recruiting experience in fast-paced environments;
- Appropriate University degree;
- Knowledge of recruiting processes preferably in a multinational environment;
- Ability to effectively manage demanding workload and competing priorities;
- Ability to build trust and execute for success;
- Excellent MS Office skills (Excel, Word, Outlook, PowerPoint);
- Very good skills in English language – both written and spoken.

We offer:

- Opportunity for professional development in an innovative company;
- Opportunity to gain knowledge and valuable experience;
- Excellent work environment and supportive team;
- Competitive remuneration and social package.

If you are interested in this challenging position and enjoy working with a dynamic team, please send us your CV and a motivation letter in English at jobs@sopharmatrading.bg.