



TITAN Group, one of the key international cement producers, controls over 40 companies in 14 countries and employs more than 5.600 people world-wide. Founded in Greece in 1902, TITAN is a multi-regional, vertically integrated cement producer combining an entrepreneurial spirit and operational excellence with respect for people, society and the environment.

Zlatna Panega Cement AD, a subsidiary of Titan Group and a leading producer of building materials in Bulgaria is currently searching for highly motivated professional to fulfill the role of:

Training & Development Specialist

The successful candidate will support the approved company strategy and programs in the areas of training and development, recruitment and selection and performance appraisal of the employees so that to contribute for the business targets achievement.

Responsibilities:

- Analyzes the training and development needs and participates in the elaboration of the annual training program and budget in line with the company goals; Implements the approved training program and prepares analyzes for training outcomes and participants' feedback;
- Responsible for preparation of the various reports for the training data as well as for the uploading of the information in HRMS system and CSR system;
- Creates data basis for training companies, participates in their assessment and selection for company projects, supports the development and design of training content for internal and external training events;
- Develops and implements induction programs for newly hired employees to support their smooth integration into the work environment and into job specifics;
- Works with universities' and schools' representatives to organize "open doors days" and participate in "career days" to promote the company brand as a preferred employer;
- Supports the performance appraisal systems by consulting the line managers for the procedure; elaborates assessment forms in line with People Improvement Process;
- Participates in the recruitment and selection process: analyses job profiles and prepares advertisements for the vacancies, proposes the appropriate media and publishes the announcements; participate in pre-selection process by assessing the applications and proposing a short list; prepares and leads interviews; maintains applications data-base.

Requirements:

- University Degree in Human Resources, Economic, Business administration etc.
- Min 1-3 years of experience in HR field
- Fluency in English, written and spoken
- Proficient in MS Office (Word, Excel, Power Point)
- Excellent verbal and written communication skills
- Excellent interpersonal and problem-solving skills, team-player attitude
- Self-driven and result-oriented
- Strong attention to details, ability to analyze data and to make conclusions and recommendations
- Excellent planning and organizational skills, ability to prioritize activities
- Aptitude to work in an industrial environment

The Company Will Offer You:

- Chance to develop and learn in a dynamic and challenging environment
- To be part of an international company with opportunity for professional growth
- Competitive remuneration package
- Transportation provided

If you are interested in applying, please send us your curriculum vitae and cover letter to e-mail: hr@titan.bg or apply through our company site: www.titan.bg, the latest by 25.10.2017.