

Administrative and HR Coordinator

Description of the role:

As an Administrative and HR Coordinator you will be required to assist with the daily administrative processes at the office and the HR and Recruitment activities in the company. Your responsibilities will include front desk activities and occasionally, organization of internal and external events. At the same time this is an entry position for the HR Department in 60K, whereas you will be expected to learn the ins and outs of the recruitment and other HR processes, gain experience, expertise and self-confidence in dealing with people within a multinational corporate set-up.

Main Responsibilities:

- Supports and administers processes related to the normal functioning of the Head-office of the company;
- Reception, front-desk and representative responsibilities;
- Administration of the office environment, supplies and vendors;
- Events management;
- Supports and assists in the organization of Recruitment activities in the company;
- Maintains and performs recruitment database and reporting of recruitment activities;
- Participates in other HR activities, project focused groups and activities;
- Renders support and performs other tasks as aligned with the HR Director and other senior managers;

General requirements:

- Excellent level of English language and computer literacy;
- Good knowledge of the Microsoft Office package (good working knowledge of Excel);
- Excellent time-management skills;
- Positive individual who enjoys working with people;
- Communicative and organized.

Challenged by this career opportunity?

We will expect your CV and Cover Letter in English at donika.yordanova@60k.bg and please do not forget to specify the reference number of the position you are applying for. All applications will be treated in strict confidentiality.

Disclaimer: Only short-listed candidates will be contacted.