

HR Assistant Trainee

Telebid Pro is a software company based in Bulgaria. We have been providing dedicated product development and service (full cycle - design, development, support and scaling, monitoring, system integration, Business Intelligence) to our customers for more than 5 years. Being a small and highly qualified team is a part of our values. For that reason, we rely not only on a continuous development of the systems we create, but also on constant training and improvement of each team member.

If you are creative, you enjoy challenges and contact with people - we look forward to your application.

Main Responsibilities

- * Support all ongoing HR processes;
- * Preselect candidates;
- * Provide feedback to the candidates;
- * Participate actively in the planning and execution of company events;

We offer

- * Training, experience and opportunity for working part-time or full-time;
- * Friendly work environment in a team of highly skilled and motivated people;
- * Flexible working hours to fit schedules for lectures and seminars.

Requirements

- * Being a student or fresh graduate in HR, Communications, or similar field;
- * Good command of written and spoken English;
- * Strong knowledge of MS Office and/ or google spreadsheet;
- * Very Good communication skills;
- * Very good analytical skills and fast thinking;

If you are interested in what we offer send your Resume in PDF to career@telebid-pro.com.