

### ABOUT US

**Storsen is an international outsourcing service provider**, with the head office in **Prague** and delivery center in Sarajevo. With a proven record of staging world-class integrated business operations across the Czech Republic and Eastern European countries, our delivery center aims to specialize in BPO, BSO, human capital, and IT consulting services to EU and US customers. **In a nutshell, we are a shared service center which offers valuable and affordable outsourcing services to companies seeking new ways to achieve high performance by controlling costs, reducing risk and increasing transparency.** Head to [Storsen.com](https://storsen.com) to check out more details about our business.

We are currently looking for results oriented **Recruitment Specialist to manage** our entire recruitment process. The primary responsibility of the Recruitment Specialist is to find and hire qualified applicants for Storsen and our clients.

#### About you:

- ↳ Well-organized, with strong administrative skills and outstanding attention to detail
- ↳ Self-directed, intrinsically motivated; proven capacity to manage work independently, multitask and be responsive to time sensitive deadlines
- ↳ Cultural sensitivity and demonstrated ability to work diplomatically with diverse constituencies
- ↳ Ability to work effectively in an entrepreneurial environment, with the capacity to remain flexible and adapt to change
- ↳ Intellectual agility, curiosity, and creativity; problem-solving is your default mode

#### Qualifications:

- ↳ **No specific previous experience or education background is required** since mentoring and training will be in place. Candidates with experience in HR, Recruitment, Sourcing or similar positions will also be considered.
- ↳ Excellent organizational skills and attention to detail.
- ↳ Strong knowledge of recruitment practices, metrics, and guidelines.
- ↳ Excellent verbal and written communication skills in English language, other languages are plus
- ↳ Proficient in MS Office products (Excel, Word, MS Outlook, MS PowerPoint)
- ↳ Familiarity with using tools such as LinkedIn Navigator, CRM or other software is a plus but not conditioning

#### Your duties:

- ↳ Develop and implement recruitment strategies, tactics, funnels, and procedures.
- ↳ Conduct a full spectrum of recruitment from research, sourcing, interviews, negotiation, job offer, and onboarding.
- ↳ Implement new sourcing methods (e.g., social recruiting)
- ↳ Be responsible for Sourcing and Recruiting related activities focused on various positions across industry sectors such as IT, Shared Services, HR, Banking and Finance, and BPO.
- ↳ Communicate with the team to determine the effectiveness of recruitment plans.
- ↳ Hands-on experience with Applicant Tracking Systems and HR databases
- ↳ Maintain the internal candidate database
- ↳ Tap and source active and passive candidates in the market through different sourcing strategies and techniques.
- ↳ Understand recruitment demands, skills, and profiles within the area of responsibility/account handled.
- ↳ Be accountable for the delivery of candidates to meet the recruitment demand.
- ↳ Prepare weekly reports for clients to show tasks in progress, the number of candidates searched, and the number of qualified candidates found.

#### We offer:

- ↳ Full-time contract of indefinite duration
- ↳ Predicted range of 18.000 KM up to 27.000 KM baseline annual gross salary depending on experience, skill set and expected attitude
- ↳ Performance bonuses in range of 8% to 10% on baseline annual gross salary
- ↳ After two year contract duration possibility for international relocation or exchange program
- ↳ Occasional visits to Prague office and conferences across Europe
- ↳ Flexible working hours
- ↳ Options for full time and part time engagement are possible
- ↳ Focus on personal development and growth through mentoring and training
- ↳ Working on the global market with respectable companies
- ↳ Stimulative and tension-free working environment

We are hiring **3 candidates** with the at our shared service center in Sarajevo. Please send your CV + motivational letter by the **November 7th**, at [info@storsen.com](mailto:info@storsen.com); we'll get back to you soon.