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JW Marriott Bucharest Grand Hotel is currently looking for **Recruitment Specialist (one year determined contract)**.

Job Summary

To ensure that JW Bucharest Marriott Grand Hotel hires the most suitable candidates for any existing jobs. Monitor all hiring and recruitment processes for compliance with all local and company policies and standards. To create a motivating, productive work environment, where all associates are informed, fairly treated and may develop to their maximum potential, according with their own career plan.

Job Requirements:

- Experience in recruiting and selection processes of minimum one year (exposure to mass recruiting represents a plus);
- Experience in behavioral interviewing;
- Proven experience in dealing with all paper work involved in the hiring process;
- Able to coordinate multiple tasks and to work with tight deadlines (prioritizing tasks);
- Computer literate (Word, Excel, Power Point) and familiarity with databases, different reports;
- Excellent oral and written communication skills and interpersonal skills;
- Fluent in English;
- Positive attitude, high energy, proactive, hospitable, team player, responsible, enthusiastic.

Core Activities:

- Defines the recruitment needs, advertises, screens and selects all candidates for all the open positions;
- Develops and coordinates internal / external job posting program and writes job postings;
- Develops and maintains network of contacts to help identify and source qualified candidates;
- Administrates the whole process of external / internal transfers: collects all applications, verifies criteria to be met (according with respective procedures), schedules interviews;
- Assist management in screening resumes, conducting interviews and selecting new hourly hires using selection tools and systems;
- Responsible for the right usage of the selection tools: sends assessments, verifies the results and makes sure all candidates are informed about the outcome;
- Organizes all the applications received in the CV database; maintaining candidates database for future opened positions;
- Prepares, verifies and submits on a weekly, monthly and on demand requests, all the reports falling into her area of responsibility.

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Please submit your applications to emanuela.anton@marriott.com

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Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture.

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