



Senior Recruiter

Katowice, PL

Wondering how your work will look like?

Imagine that you are part of a global organization *responsible for leading Talent Acquisition activities across Poland and support our EMEA Region *cooperating with Managers and Talent Partners to attract and recruit best-fit talents for the organization *using English every day in communication with KLDisc Discovery employees all over the world.

Responsibilities:

- Acting as an independent Talent Acquisition Partner for Poland
- Support recruitment within our EMEA Region
- Leading recruitment processes across the Region, with particular focus on our key offices in Poland, Germany and the UK
- Sourcing, recruiting, screening, interviewing and recommending candidates for all levels of positions
- Ensuring a positive candidate experience from introduction to hire
- Develop direct sourcing and selection strategy for the EMEA region
- Review current recruitment practice across the region and develop a recruitment process, which will taking into account: Cultural fit; Technical skill set; Time to hire; Identifying potential future recruits
- Develop and implement standard company terms for engagement with key recruitment suppliers in region
- Review and maintain a regional Preferred Supplier List, ensuring that the company obtains the best possible cost from recruitment suppliers
- Develop monthly and quarterly recruitment reports to confirm key recruitment metrics including: Time to hire, Cost per hire, Recruitment sources, etc.
- Cooperating with Marketing Department to enhance Employer Branding activities supporting Talent Acquisition across the Region.

Requirements:

- Fluent English (C1+),
- Degree in Human Resources, Sociology, Psychology, Business or related field
- Significant Talent Acquisition experience, at least 3 years in commercial environment, preferably in IT sector
- Knowledge of recruitment practices and employer's branding together with extended knowledge of Polish market, preferred knowledge of other markets in EMEA Region as well
- Ability to cooperate with all levels of management

- Excellent communications skills written and verbal with an approachable manner
- Experience of working for an international organization would be desirable

We offer:

- International working environment for a worldwide leader in Data Recovery, Computer Forensics, Electronic Discovery and Legal Technologies
- Comfortable work environment
- Fun and friendly atmosphere (board games, card games, console games, whatever tickles your fancy – we've got it!)
- Attractive package of benefits, i.e. contribution of costs of a private medical care (Medicover) and a sports card (Multisport)
- Good coffee, Sweet Monday, Thursday's Lunch every week
- Professional-growth opportunities

Don't hesitate! Send us your resume and cover letter in English to:

Joanna Koczewska joanna.koczewska@kldiscovery.com

For more information about **KLDiscovery Ontrack** and our offerings please visit: www.ontrack.com and www.kldiscovery.com

Please include the following statement in your application: „I hereby give consent to KLDiscovery Ontrack Sp. z o.o. to process my personal data provided in this document for the purpose of the recruitment process pursuant to the Personal Data Protection Act of 10 May 2018 (Journal of Laws 2018, item 1000) and in agreement with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)”.

Prosimy o dodanie w aplikacji klauzuli: "Wyrażam zgodę na przetwarzanie danych osobowych zawartych w niniejszym dokumencie przez firmę KLDiscovery Ontrack Sp. z o.o. do realizacji procesu rekrutacji zgodnie z ustawą z dnia 10 maja 2018 roku o ochronie danych osobowych (Dz. Ustaw z 2018, poz. 1000) oraz zgodnie z Rozporządzeniem Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (RODO)".