



About us:

We are AMS. AMS is a global total workforce solutions firm founded in 1996. We enable organisations to thrive in an age of constant change by building, reshaping, and optimising workforces. We do this through talent acquisition and contingent workforce management, internal mobility and skills development, and talent and technology advisory services. Our solutions are delivered by our 4500+ experts who live our passionate, bold, and authentic values. The ultimate aim is to help clients around the world, including 100+ blue-chip companies, create workforces that are fluid, resilient, diverse, and differentiated. We call this true workforce dexterity—and we're here to help you achieve it.

The role:

At AMS we value authenticity, bold ideas and passion for recruitment. We are looking for agile and quality-oriented people, who strive to build best-in-class recruitment solutions. We value our employees' ability to withstand challenges and work out creative solutions. Take the opportunity to work with prestigious Clients from various industries and to be with the project from day one! You will work in inspiring environment, among supportive and brave people learning from each other. As a Recruitment Coordinator, you will be a part of collaborative recruitment team and have a chance to build your expertise working on various projects and systems and become a trusted advisor for your colleagues and customers.

Key Accountabilities:

Supporting recruitment teams with administrative tasks, such as:

- > Creating new jobs on the system and advertising them on job boards.
- > Capturing candidates' applications.
- > Managing interview scheduling process.
- > Preparing offer documentation and sending it to candidates.
- > Managing candidates' pre-employment screening process.
- > Working with recruitment systems and technologies and ensuring they are being used effectively.
- > Proactively managing candidates and hiring managers' needs and expectations.
- > Building and maintaining strong working relationships between all parties, making sure they are constantly up to date with the process.
- > Preparing weekly, monthly and quarterly reports when required.
- > Providing training and guidance to new team members.
- > Finding ways to continually improve the process and sharing them with the team.

Skills & Experience:

- > Fluency in English and German (B2/C1)– both verbal and written
- > Strong customer focus, pro-active and positive approach.
- > Attention to detail, excellent communication, organisational, problem solving and multitasking skills.
- > Ability to effectively work in a team as well as individually.
- > Strong motivation to join us and develop in recruitment administration area.
- > Experience in administration or customer services environment would be an asset.

If you are interested send your CV to: Karolina.Podedworna@weareams.com or apply here:

<https://emea3.recruitmentplatform.com/apply-app/pages/application-form?jobId=QSIFK026203F3VBQBLOLO79AG-7018>

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