



#### About Crystal System Group

**Crystal System Group Ltd.** is an international operating company headquartered in Limassol Cyprus and operational center in Bucharest and additional with offices in Romania. Internationally we are present Albania, Mexico, the Republic of Moldova and just building up the US Office. Crystal System Group is operating in three main different Business Units (BU's): **Crystal System Technology Unit**, the IT-Engineering and Consulting Unit; **Crystal System Talent Solutions**, the Unit of Crystal System which is coordinating the Crystal System Edu(cational) Program and Talent placement based on Crystal's University Educational Programs; Crystal BIM Solutions Ltd. the latest unit established within the Crystal System Group Ltd. **Crystal BIM Solutions Ltd.** is offering solutions and services around the Architecture, Engineering and Construction businesses. Crystal BIM Solution has its operational centers in Durres / Albania and Bucharest / Romania.

From its offices Crystal System Group is offering its solution and services globally to some of the most recognized, leading corporations like Lufthansa, British American Tobacco, Ferrero, Pirelli, Lufthansa, Groupe Renault .... . For more information about Crystal System Group please visit: [www.crystal-system.eu](http://www.crystal-system.eu) for more information about Crystal BIM Solutions Ltd. please visit: [www.crystal-bim.com](http://www.crystal-bim.com)

#### About Crystal System Talent Solutions & Educational Programs

Crystal System group recognized already at its beginning in 2001 the lack of qualified IT resources and started to look for a cooperation with local universities to react to this lack of qualified resources. In 2004 Crystal System started its first university educational program in cooperation with the academy of economic studies (Academia de Studii Economice "ASE") in Bucharest. Since then, Crystal System has expanded its university network and is cooperating now with 8 universities across South-Eastern-Europe (SEE). Since 2004 Crystal System has trained more than 12.000 Students and formed them from Students to Digital Talents.

In 2019 Crystal System Group Ltd. has decided not only to train students but also to help them to find their place in the digital markets and started to cooperate with clients and partners to help them to find the best fit for their requirements. Crystal System also started to discuss with Universities, Business and major IT- & Software Corporations to define the skill-profile of the future of IT in Business. By this Crystal Talent's courses gets continuously adjusted to the most actual business needs in the market.

But Crystal Talent Solutions is not only working with and for its university educational programs and clients and partners but also for its own needs in qualified resources and is scouting talents from the university programs as well as from the market to be able to staff its own sophisticated programs and projects.

#### Core requirements: Recruitment & Talent Placement Officer

Crystal Talent's University Educational Program and the Recruitment activities are indivisible connected to each other. Each recruitment, for internal hiring's (project staffing's) as well as for clients



shall start with a research in the pool of available CV's generated by Crystal Talent's generated pool of CVs from its different course programs. Followed and where applicable by market scouting and recruitment for more senior resources from the market.

To be able to find always the appropriate candidates for open vacancies the recruitment and talent placement officer shall have an excellent understanding, knowledge about IT technologies and the IT recruitment market and procedures. Preferably he or she already has confirmed experiences in this market and has build up his / her own network of potential candidates.

As Crystal Talent Solutions is mainly working with international clients and partners it is mandatory that he / she is fluent, oral and in written, in English. Any other foreign language skill is appreciated.

Crystal Talent Solutions is working with different software-tools to manage its tasks, this includes the entire Microsoft Office package, Confluence Atlassian "Wiki" as central knowledge sharing tool (CMS), Lime Survey for online surveys and registration platform (incl. CV upload), Moodle as central eLearning Platform and an CV-Application for receiving and parsing CV. Where as the CV-Application is still under development and does not yet deliver any value to the business. Having all these tools in mind, he / she shall have a good understanding of working with structured data in different systems.

For scouting and recruitment in the markets Crystal Talent Solutions is working with platforms like LinkedIn Recruiter light, ejobs and bestjobs, .... Experience in working with these tools are mandatory.

As Crystal System is a fast-growing company the ideal candidate shall be stress-resistant, used to work under pressure and target oriented, flexible, self-organized and self-motivated, agile and dynamic.

**Core responsibilities:**

- Serve as subject matter expert for the recruitment area and related processes which partially includes also international recruiting for our offices outside Romania
- Supporting hiring managers to find the right wording for their job requirements
- Perform all necessary activities related to the hiring process (creating job announcements/description, placing job announcement, search & retrieval of profile in different platforms, candidate screening, pre-interview, participate in interviews with hiring managers, hand-over candidate to hire towards HR-Department to close the process)
- Produce reports about performed activities and results (standard and ad-hoc)
- Maintaining process information, documentation and procedures in Crystal's knowledge management platform "Crystal Wiki"
- Aligning with our Educational Program and Colleagues to access our pool of talents generated by our University Educational Programs
- Preferably our future colleague has, based on his/her previous experience build up a network in the IT Sector to which he/she can refer in his/her recruitment activities.
- Represent Crystal System at public (recruitment) events, improve employer branding and position Crystal System as the most attractive employer in the market



**CRYSTAL SYSTEM GROUP**  
Job Description  
**IT Recruiter > 3 Years of Experience & Network**



---

**Key Performance Indicators:**

The Key Performance Indicators (KPI's) shall reflect and measure the achievements in the before mentioned core activities. The KPI's shall be established after a trial period of three (month) in a common understanding between the Marketing Director of Crystal System Group and the Marketing Team Leader Albania.

**Working hours and locations:**

The regular working hours at Crystal System Group are from 09:00 – 18:00 and include 1 hour of lunch break. The regular working place is the office of Crystal System Group in Bucharest / Romania; alternative employment / working models can be discussed, i.e. Home Office. The regular weekly working time is 40 hours per week but could be extended in case special events like exhibitions, conferences, business travels or project-/program related activities would make it necessary.

**Reporting Line:**

Disciplinary and Functional the IT Recruiter will be reporting to the Director Marketing and Talent Solutions.

**What we offer:**

A competitive salary, supportive colleagues in an outstanding team, the opportunity to grow continuously in a dynamic, future oriented international organization.

Durres, 09.08.2021.2019

---

Frank Nagorschel  
Director Marketing & Talent Solutions  
Crystal System Group

---

Costin Avram, General Manager  
Crystal System SRL