



**We are Hiring Brilliant Minds**



## **RECRUITER IT & ENGINEERING**

**(IT – ERP – Digital – Data Engineering – Cloud Platform  
Engineering – AEC – BIM – REVIT)**

### **About Crystal System Group Ltd.**

Crystal System Group Ltd. a leading European Consulting and IT and AEC-engineering company, headquartered in Limassol Cyprus, having its operational centre in Bucharest Romania and is operating offices in the Republic of Moldova and Albania. Crystal System is partner of leading technologies and solutions provider like IBM, Google Cloud, SAP, SAS, APPIAN, UiPath, Celonis, Autodesk and many more. Crystal System is serving its clients around the globe with focal points in Europe, USA and Asia Pacific and offering solution development, application management service, testing service and Talent Solutions.

### **About Crystal Talent Solutions**

Crystal Talent Solutions is the business unit within Crystal System Group which takes care of building Talents with its educational programs at public universities across South-Easter-Europe, recruiting and developing Talents for the different business units of Crystal System Group, recruitment, placement and development of Talents for Crystal System's partner and clients across Europe. Crystal Talent Solution is ambitious and growing fast. To face this Crystal Talent Solutions is looking today for medium / senior Recruiter to support and contribute actively to our Talent Solutions development.

### **Job Description**

The candidate will be a part of Crystal Talent Solutions and actively support in the recruitment and hiring process of qualified IT and Engineering resources which are requested by Crystal's hiring managers to staff their teams and projects or for Crystal Talent Solutions' partner and clients to fill their vacancies with the best matching resource profiles.

### **Main Responsibilities:**

- Work with hiring managers to identify requirements for job requisitions
- Manage the full recruitment cycle for assigned positions, from job posting through offer
- Build a strong pipeline of candidates for Crystal's core positions, for ease of fulfilment once positions open
- Participate in in-person interviews and model interviewing best practices
- Ensure hiring managers and other interview attendees are prepared and well-versed in interview process and best practices
- Suggest and assist in developing additional measurement tools to improve recruitment effectiveness (e.g., technical tests, simulations, skill assessments, etc.)
- Provide data and information for tracking key performance metrics related to recruitment
- Identify gaps or weaknesses in the recruitment process and provide recommendations for improvement
- Provide regular status updates of recruitment efforts, success rates, estimated timelines, etc. to necessary stakeholders
- Build relationships with managers and gather feedback on past hires, to identify trends and inform future hiring decisions



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- Work with the Educational Manager to transform market requirements into educational programs
- Work with the educational team to support actively promote the educational programs to clients and partners
- Support the Educational Manager and Talent Solutions Team to place the Talents they built in the Market by using the different programs (e.g. Recruitment, Contracting, TeamTransfer etc.)
- Stay abreast of market trends and communicate those to broader Talent & Culture Team
- Other related duties, as assigned

### **Required Skill Sets**

- Proficiency in Microsoft Office Applications and Templates
- Proficiency in using tools and applications like LinkedIn, Xing, ejobs.ro, bestjobs.ro, etc.
- Know-How in online learning and survey platforms like Moodle and Lime Survey are an advantage
- Basic knowledge in databases and sql are an advantage
- Used to work in collaborative applications like MS Teams, Zoom, etc.
- Proficiency in English is mandatory, Italian and any additional language are an advantage
- University degree (BSc, Master) in Economics, Psychology
- Experienced in HR/Recruitment with at least 3 years of experiences

### **Personal Attributes**

- University degree in Psychology, Economics, Computer Sciences or similar
- Experienced in Recruiting preferably in the IT & Engineering environment for internal recruitment/staffing but also project driven recruitment/staffing
- Communicative and capable to mediate interests of different stakeholder
- Teamworking, Self-Disciplined and -Organized

### **Further Details**

- Preferred **starting date** shall be **as soon as possible**
- **Permanent labour contract** according to Romanian legislation **incl. 3 Month trial period**
- Office location mainly **Bucharest** with limited travel activities
- Working in a modern and friendly environment
- Working in a young, motivated and growing team with **perspectives to grow**

**Please send your CV and Address Letter (English) to:**

**Crystal System Group Ltd.**

Attn.: HR Department

Str. Jiului 153

RO-013218 Bucharest

Email: [hr@crystal-system.eu](mailto:hr@crystal-system.eu)