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Recruitment Consultant

Description

In order to keep extending our activities, we are looking for a **Recruitment Consultant**, who will be given the opportunity to work for a service company dedicated to hiring high-level technical profiles.

Recruitment Consultant

Location: Flexible home working option (office available in Hoeilaart, Flemish Brabant)

Responsibilities

As a **Recruitment Consultant**, you will:

- Have the opportunity to join and co-develop a service company dedicated to hiring high-level profiles in the energy sector
- Be engaged in the core business of the company, i.e. for the full-cycle recruitment and selection process, including sourcing, headhunting, CV & phone screening, interviewing, assessing, candidate selection, candidate follow-up
- Be engaged in selecting, training, and onboarding new recruitment staff
- Work closely with your colleagues, for both existing clients and prospects
- Participate in various aspects of the company's day to day activities – communication, client contacts, marketing
- Focus on delivering quality work to our clients, develop a talent database, and build and manage relationships with both active and passive candidates
- Perform ad hoc HR and administrative tasks, such as scheduling interviews, emailing with candidates, etc.
- Prepare post-interview and other reports
- Ensure efficient and regular communication to and with the team
- Be involved in delivering consultancy services related to recruitment and soft HR, such as assessment, retention, company HR policies, legislation, ...
- Be trained continuously on those topics

Needless to say, you will receive efficient support in order to score our company objectives.

Qualifications

- You are either junior or senior
- You have a working knowledge of English and Dutch; knowledge of French is an advantage
- You are willing to be trained in Human Resources/soft HR, more specifically in recruitment
- You have experience in recruitment and preference for the candidate-focused approach; experience in recruiting Tech profiles is a plus
- You have experience in using social networks and recruitment/career platforms (Stepstone, LinkedIn, VDAB,...); a personal network is very welcome
- You have an appropriate degree, preferably in HR, communication, or psychology

In addition:

Hiring organization

Artemys

Employment Type

Full-time

Duration of employment

CDI

Industry

Recruitment and Selection

Job Location

1560, Hoeilaart, Flemish Brabant

Date posted

4 July 2022

- You enjoy and value teamwork
- You are looking for long-term collaboration
- Your philosophy is 'Never compromise on ethics'
- You strongly support and share renewable energy and energy efficiency principles and values
- You like to communicate and be in continuous contact with different stakeholders – candidates in the first place
- You are willing to learn continuously

Job Benefits

- Work as an employee (preferably), or possibly as a freelance, depending on your preference
- An opportunity to be trained and specialise in HR, with an emphasis on recruitment in the technical environment
- A competitive salary and a long-term evolution perspective
- Regular training based on your needs and expectations
- Flexible home working option