

Join a global management consulting, technology services and outsourcing company, with approximately 310,000 people serving clients in more than 130 countries.

Accenture's Services workforce is a dedicated team of specialists who work on outsourcing projects for clients from different countries. These are long-term partnerships with clients for whom we manage and provide specialized business operations, such as finance and accounting, IT, applications development and maintenance, and HR. Currently we are looking for talented people to join our team in Prague as a:

Junior Recruiter (Dutch and English) – PRAGUE Location

Do you speak fluent/native Dutch and English? Are you interested to launch your career in Human Resources and gain experience in an international company?

Our client (UNILEVER) is one of the biggest companies within the sector of Fast Moving Consumer Goods.

Come join our team of young professionals within Accenture Regional Delivery Centre in Prague.

The Junior Recruiter is responsible for direct and indirect contact with the candidates and hiring managers of our client **Unilever Benelux**. He or she aims to provide superior service in terms of proactive sourcing, candidate screening, selection, interviewing, onboarding and administration. The Recruiter supports and challenges the on shore recruitment specialists. Furthermore, Recruiters may get the opportunity to be involved in cross-training for other HR processes or clients or continuous improvement projects.

Responsibilities

- Screening incoming candidates;
- Utilize various sourcing tools and techniques to identify active and passive job candidates;
- Confer with internal recruiters and hiring managers to identify talent needs;
- Build candidate pipelines to fill current and anticipated vacancies;
- Organizes interviews with candidates;
- Perform prescreening interviews with candidates;
- Administrative support throughout the end-to-end recruitment process;
- Perform data look up & data entry in various HR administration systems;
- Process inbound and outbound emails to hiring managers and candidates;
- Actively participate in the identification of opportunities for process improvements;
- Complete continuous improvement projects and additional tasks as assigned;

Requirements

- Higher education required;
- **Start: August/September 2015**
- Fluent level of Dutch and English;
- Active team player;
- Strong computer skills (ability to learn and use efficiently various systems);
- Ability to analyze and solve complex issues;
- Excellent client and customer focus;
- Strong communication and interpersonal skills;
- Enthusiastic, positive attitude and good working spirit;

Our offer

- Develop yourself in a dynamic international environment and create valuable international work experience;
- Live and work in Europe's most beautiful city;
- Relocation bonus;

- Competitive local salary and wide range of benefits (meal and wellness coupons, 5 weeks of holiday, health insurance and bonus schemes, sick days, referral bonus, discount cards, language academy, etc.);
- Professional growth based on performance;
- Endless possibilities to grow via our outstanding training curriculum.

How to apply?

To apply, please send your CV in English together with cover letter to jana.kosvancova@accenture.com. Your application will be reviewed against our requirements and we will be in touch shortly to provide you with an update on the status of your application.