



## **HR Specialist (with focus on Recruitment, Onboarding and Training)**

About us:

Veolia Group is the global leader in optimized resources management. With about 220 000 employees worldwide, the Group designs and provides water, waste and energy management solutions, that contribute to the sustainable development of communities and industries.

In Bulgaria Veolia operates successfully in the field of water cycle management and provides energy efficiency solutions for its municipal, commercial and industrial clients. Through the services we provide on the Bulgarian market, we save resources, reduce carbon emissions, and develop the circular economy.

We are looking for a motivated person to join the HR Team of Veolia Energy Line in the role of **HR Specialist with focus on Recruitment, Onboarding and Training**.

### **Main responsibilities:**

- Own and handle end-to-end recruitment process, including job postings, sourcing and screening of candidates, conducting interviews, assigning tests, offering) in order to meet the recruitment needs for Company projects;
- Organize and coordinate sourcing, recruitment and selection activities according to Company standards;
- Prepare attractive job ads in line with job descriptions and preliminary agreed criteria for selection;
- Build effective working relationships with hiring managers throughout the interview process to develop job descriptions, identify candidates, ensure good candidate experience and negotiate offers;
- Proactively lead the process of engaging talents via various sources and platforms;
- Follow up on the recruitment in process and provide candidate feedback;
- Maintain the company's database up to date;
- Own and manage the overall onboarding process, ensuring a smooth integration for new hires;
- Identify training needs and develop training programs and development plans to enhance employee skills and knowledge;
- Manage the Company Training program (assigning and following up on local and Group Training programs);
- Participate in other HR- related activities.

**Profile:**

- University degree;
- Excellent command of Bulgarian and English;
- Experience in sourcing and recruiting technical roles, preferably in the field of operation and maintenance of commercial and industrial buildings;
- Excellent computer literacy: MS Office, editing programs and various social networks;
- Agile, persistent and resourceful in finding various ways to attract candidates;
- Excellent communication and interpersonal skills;
- Attention to detail;
- Excellent organizational skills;
- Responsibility to follow up on assigned tasks;
- Willingness to learn and develop;
- Team player.

**What we offer:**

- Excellent working conditions at an international company;
- Opportunity to expand knowledge, learn and develop in the field of HR Management;
- Excellent benefits package: food vouchers, additional healthcare plan, social and holiday bonus system, shareholder program, etc.;
- Corporate trainings and opportunities for growth and development;

If you are interested in this job offer, please send your CV in English.  
Only short-listed candidates will be contacted.

*Please be advised that all applications will be treated with the strictest confidentiality and according to GDPR and local regulations on personal data protection.*

*As an inclusive company, Veolia is committed to diversity and gives equal consideration to all applications, without discrimination.*