



## Recruitment Advisor

Sets up and implements the necessary quantitative and qualitative means (staffing, recruitment, training) to optimize and adapt human resources to the economic goals of the company.

### CONDITIONS OF WORK

Depending on the size of the company, responsibilities may involve the entire structure of the organization, a great variety of situations and more or less complex tasks. On a functional level this position involves liaising with the management and the line managers of the departments.

Recruitment advisors often play a representative role in administrative and professional bodies. The job requires a high amount of availability and permanent need to update priorities.

In a number of SMEs where the job of a human resources manager does not exist, the administration and management of the personnel often fall into the responsibility of the financial and administrative manager or the office manager.

### BASIC SKILLS AND TECHNIQUES

- Supervises, runs and controls the administrative management of personnel (headcount, mobility, working hours, individual files, remuneration and social charges).
- Manages human resources (quantitative and qualitative needs).
- Manage careers (promotion, transfer, training). Implement or manage recruitment procedures or social plans.
- Advise and assist the department line managers on/in putting personnel management into practice and liaising with the various bodies of employee representatives.
- Participate in or develop the development of information and communication campaigns in the organization.
- Supervise compliance with general conditions of work and social legislation.
- Liaise with the social and administrative bodies.

### RELATED SKILLS

- Be familiar with the overall economic functioning of the company.
- Speak fluent English.
- Speak a second foreign language.

### REQUIRED QUALITIES

The job requires to be able to:

- Establish a relationship and permanent liaison with line managers, employees and representative organizations.
- Listen to the points of view of all partners in a negotiation or consultation.
- Anticipate the needs of the company in terms of skills.
- Be rigorous in the procedures of personnel administration.
- Efficiently manage the careers of employees and accompany their development in the company.