

We are looking for:

Talent Acquisition Specialist (m/f)

Workplace: Kraków

Capita is a leading business services provider with around 70,000 employees, operating in the UK, Europe, India and South Africa. Capita Polska supports clients across a range of sectors, including education, transport, health, life and pensions, insurance, and other private and public sector organisations. Recognized as most dynamically developing BPO in Poland, awarded by Outsourcing Stars and CEE Awards.

Capita is currently recruiting motivated individuals for the position of:

Talent Acquisition Specialist (m/f)

Responsibilities:

- Building relationship at the level in customer organization by ensuring timely resolution of delivery issues and concerns to deliver more than their expectation
- Overseeing the full cycle of recruitment including sourcing, screening, interviewing, testing, and offering candidates
- Sourcing candidates and maintaining an active candidate pipeline
- Devising sourcing strategies to attract top talent
- Accurately documenting and maintaining all candidate information in the company database
- Pre-screening candidates and conducting interviews to find the best potential employees
- Managing all logistics aspects for interviews and assessment/development centres
- Conducting pre-employment tests as required
- Informing candidates about their status in a professional manner throughout various steps of the recruitment process
- Effectively communicating with Hiring Managers about recruitment progressions
- Implementing Employer Branding strategy
- Attending job fairs; networking events as required
- Participating in various recruitment and HR initiatives related to business needs

Requirements:

- Recruitment experience in an international company
- Have a min. 2 years of client's management
- Fluency in English
- Strong interpersonal and communication skills
- Ability to remain flexible, keep a positive attitude and open mind
- Have strong customer service skills
- Proactive, creative and dynamic personality

Benefits:

- True work-life balance (8-hour workday with a 30-minute lunch break included)
- Great atmosphere
- Work place in the city centre at Lubicz 23 – about 2,500 paces from the main square
- Diversity - we support a wide variety of industries, customers, projects and geographies - thus, you have many options to choose from
- Access to free in-house English classes, with our dedicated English Trainer
- Social activities after work – you can find something for yourself
- Opportunity to become one of the internal Trainers
- A multinational environment, with strong ties to UK business culture
- LuxMed medical healthcare
- Multisport Plus or Classic and MultiKafeteria benefit systems
- Free Fruit Mondays

If this sounds like you then apply [\[HERE\]](#)

Please make sure your CV contains one of the following clauses:

It is noted that the basis for the processing of your personal data in this recruitment process is your voluntary consent. For these reasons we would like to ask you to append the following consent clause to your application documents:

- I hereby freely and consciously give my consent to the processing of my personal information by Capita (Polska) Sp. z o.o. with its registered seat at ul. Lubicz 23, 31-503 Kraków, as a data controller for the purpose of recruitment to the position of **Talent Acquisition Specialist (m/f)** for a period of 6 months from the date of sending my CV. I am aware of the possibility to withdraw my consent at any time and that the withdrawal does not affect the legitimacy of the processing that was conducted prior to the withdrawal.

Moreover, it is noted that in case of your wish to participate in future recruitment processes, it is compulsory to additionally append the following consent clause to your application documents:

- I hereby give my consent to the processing of my personal information by Capita (Polska) Sp. z o.o. with its registered seat at ul. Lubicz 23, 31-503 Kraków, as a data controller for the purpose of future recruitment processes for a period of 12 months from the date of sending my CV. I am aware of the possibility to withdraw my consent at any time and that the withdrawal does not affect the legitimacy of the processing that was conducted prior to the withdrawal.

Good luck!

