



## Talent Acquisition Assistant (m/f/d)

Our client is a major financial institution looking to strengthen their team as soon as possible with a:

### **Talent Acquisition Assistant (m/f/d)**

#### **Your future tasks and responsibilities:**

- Supporting candidates with any queries related to recruitment campaigns
- Performing a pre-selection of candidates based on defined criteria
- Arranging interviews and tests and accompanying applicants to tests and interviews
- Proctoring candidates when performing written exercises and tests remotely
- Processing recruitment related expenses and closing the campaigns/archiving the related documentation
- Involvement in changes to the client's talent acquisition processes and suggesting improvements to areas such as the candidate experience and processes
- General administrative tasks

#### **Your qualifications:**

- Formal commercial/vocational qualification or formal qualification in business studies, recruitment or another relevant subject training
- Administrative experience
- Computer knowledge and familiarity with the MS Office suite
- Advanced level of English, both written and spoken
- Ability to take initiative, prioritise and flexibly switch between tasks and work accurately with an eye for



detail

- Organisational skills combined with commitment
- Interpersonal skills and cultural awareness
- Self-motivation and ability to work without close supervision and under time pressure

### Your professional future:

- You will find a job in an international team that has worked on exciting and challenging topics in an innovative and creative environment.
- You will receive a performance-based compensation under attractive working conditions

Please send us your application documents including any certificates or references.  
We look forward to hearing from you!

Reference-Number: 401510A23864

### Your contact person:



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