

# READY FOR THE NEXT CHALLENGE.

Bernadette, Marketing, Cosmetics & Toiletries



## Recruitment Specialist with English and German language (m/f)

Schwarzkopf | 



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SYOSS



Attraction, recruitment and retention of talented and ambitious people are crucial for our global business success. All activities in the HR disciplines & Recruitment are focused on the reputation of Henkel as employer of first choice and talent recruitment. Our Shared Service Center is supporting the recruitment processes for internal and external candidates.

### What we offer:

- Interfacing and communicating with the local HR department in Germany, with the opportunity to actively use your language skills by e-mail or phone
- Ensuring and coordinating advertisement of vacancies in the country according to defined standards on Henkel career webpage and job boards
- First pre-selection of internal and external applications using predefined criteria for each position and ensuring their proper evidence (internal online tool, reports)
- Providing feedbacks to the candidates and supporting the managers during the whole recruitment process
- Supporting German speaking colleagues with HR related inquiries

### What we are looking for:

- Advanced level (fluent in oral and writing) in German and English language is a MUST
- Experience in the field of HR or Administration is an advantage
- Excellent organizing and process related skills
- Very good communication, presentation and partnership skills
- Open minded with the capability to work flexibly within a team
- Open to work in an intercultural environment with customers in different countries

 Excellence is our Passion

You can apply for the position via [www.henkel.com/careers.htm](http://www.henkel.com/careers.htm)