

# READY FOR THE NEXT CHALLENGE.

Bernadette, Marketing, Cosmetics & Toiletries



## Recruitment Specialist with English and Spanish or Portuguese language (m/f)

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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 departments in Spain and Portugal, with the opportunity to actively use your language skills by e-mail or phone
- Ensuring and coordinating advertisement of vacancies in the countries according to defined standards on Henkel career webpage and job boards
- First pre-selection of external applications using predefined criteria for each position and ensuring their proper evidence (internal online tool, reports), conducting phone interviews and writing assessments
- Providing feedbacks to the candidates, organizing personal interviews and supporting the managers during the whole recruitment process

### What we are looking for:

- Advanced level (fluent in oral and writing) of English language and additional knowledge of Spanish or Portuguese language is a MUST
- Experience in the field of recruitment, ideally from the area of HR consultancy and industry is an advantage
- Excellent organizational 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)