

Application deadline: 09 January 2023

Recruitment Coordinator - Fluent in English

BACKGROUND

EIT Urban Mobility, an initiative by the European Institute of Innovation and Technology (EIT), acts to accelerate change on making urban spaces more liveable. Since 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility.

	<i>We create systemic solutions that will move more people around the city more efficiently and free up public space.</i>
	<i>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</i>
	<i>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</i>

ABOUT THE JOB

We are looking for a **Recruitment Coordinator** to support our recruiting and onboarding activities to manage a high volume of recruitment in Q1 and Q2 2023. The Recruitment Coordinator will report to the HR Officer.

Recruitment Coordinator responsibilities include scheduling calls and interviews, maintaining candidate database and handling administrative recruitment tasks.

Ultimately, you'll help us hire efficiently and keep our hiring process running and provide an excellent onboarding experience for our newly hired employees.

Main tasks and responsibilities:

- Coordinate hiring activities
- Undertake clerical duties (e.g. answering emails and drafting offer letters)
- Prepare and post job ads online
- Manage resume screening and initial phone screens
- Schedule interviews and keep calendars for all hiring teams and candidates
- Greet and assist interviewees onsite
- Process background checks
- Maintain candidate database
- Handle records and paperwork
- Resolve issues as fast as possible (e.g. interview cancellations)
- Assist with new hire onboarding (e.g. preparing documents, coordinating orientation agendas)

This position will be based in **Barcelona**.

Temporary 6 months position. Full time. and full-time position, with possibility to homework up to 2 days a week.

No relocation expenses are allocated for this role.

THE PERSON WE ARE LOOKING FOR

We put a high value on individual qualities and personal attributes. We are looking for someone who strives to make a difference individually and effectively cooperate within a team.

We are looking for a “can do” attitude!

The ideal candidate would have:

- Proven experience in recruiting-related role
- Familiarity with hiring practices and stages (screening, interview, assessment, onboarding)
- Experience using recruiting software and social networks for recruiting
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Great attention to detail
- Outstanding communication skills
- Problem-solving ability
- Fluent in English

To be a fit for this role:

An ideal candidate will strive to generate positive environmental and social impact in line with EIT Urban Mobility's mission. We are looking for individuals with a "can do" attitude, high attention to detail, who are passionate about creating a more sustainable future.

GENERAL CONDITIONS

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in Spain.
- enjoy their full rights as citizens.

EDUCATION

- A level of education completed in a Masters Degree in HR or other similar degree.
- Excellent written and spoken English (C1).
- One or more additional European languages would be a plus.

APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria.

To apply for this position, please download the [application template](#) from EIT Urban Mobility website. Complete the four elements of the application:

- 1) Personal **contact details**;
- 2) An **essential criteria** checklist;
- 3) A **Cover Letter** demonstrating how you match the skills defined in the job description – examples should be given.
- 4) A **curriculum vitae**.

Follow the naming process detailed below:

- Format: Save your completed application form in **one single file** in PDF format.
- File name: Name the file according to the model "*EITUM_first name_last name*". For example, Joanna Smith would name the file, *EITUM_Joanna_Smith*.
- Email title: The subject field should read "*Recruitment Coordinator. HR136-2023*".
- Send to: Send your completed application to: recruitment@eiturbanmobility.eu.

Deadline for Applications: 09 January 2023**Data Protection Disclaimer**

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).