

# HR Specialist m/f/d

TUBEX RUSSIA, 28<sup>th</sup> of January 2021

As the world market leader in the production of aluminium tubes, our focus is on long-term success – and the key to this success is our team of 1,000 employees whose passion and commitment are the driving force behind our company.

Are you looking for a new challenge? Then send us your application and you could soon be part of our team!

## **As HR Specialist your main role responsibilities are :**

Develop recruitment strategies as a way to achieve required staffing levels. Accomplishing this involves the completion of a number of job tasks, such as:

- o Meeting with department managers to develop specific recruiting plans
- o Screening resumes, interviewing candidates, performing reference and background checks
- o Coordinating interviews with the hiring managers and making recommendations to them
- o Following up on the interview process status
- o Processing transfers, promotions, and terminations
- o Conducting new employee induction trainings
- o Conducting exit interviews on terminating employees
- o Developing and maintaining relationships with college and universities, attracting students for internship
- o Working alongside employment agencies and search firms
- o Scheduling and attending career fairs in order to generate qualified applicants
- o Providing company information and job opportunities to potential candidates
- o Researching, analysing, preparing, and presenting hiring statistics
- o Developing and conducting training programs for managers in order to improve recruiting and hiring efficiencies and reduce turnover

Develop people development strategy to achieve required workforce competencies and skills. Accomplishing this involves the completion of a number of job tasks, such as:

- o Analysing training needs, developing training plan, and delivering training courses
- o Coordinating with department managers and supervisors to assess the training needs of their employees and to develop/propose programs that match these needs.
- o Evaluating training procedures, analyse development effectiveness, and update training plan, as needed.
- o Maintaining records of employee participation in all training and development programs

## **Other responsibilities:**

- o Participation in HR departmental projects
- o Organization of corporate events

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## **Your qualifications and skills**

- o University degree
- o At least five years' experience in HR and at least three years in recruitment
- o Strong personality with the willingness and ability to drive things forward and implement change
- o Strong communication skills
- o Ability to obtain and analyse information, deliver insights and recommendations
- o High performance, stress resistance, ability to solve complex issues and make decisions independently
- o A desire to explore, learn and understand business information
- o Microsoft Office packages
- o English is an advantage

## **What we offer**

- o A diverse role with space to act independently
- o An open and friendly atmosphere
- o Long-term employment with opportunities for further development

## **Immediate start**

**Contact:** Anna Shelgunova

### **ZAO TUBEX Russia**

U1 Kalinina 224a, RU-187010 Ulijanovka,  
Leningrad Region

**E-Mail:** jobs@tubex-tube.com

**Phone:** +7 921 936 16 17