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**Ref. 24/046**

**Code: PR128800**

**Project: ATRA-EN**

**Area: Management and Finance Director**

**Area leader: Jaume Marfà Sánchez**

**Group: RRHH**

**Group leader: Francesc Torregrosa Mora**

## **JOB DESCRIPTION**

### **TALENT OFFICER**

The RRHH Department announces a position for a Talent Officer Specialist in the selection and recruitment framework.

**Position description:** The candidate's main function will be to encourage and promote the attraction and recruitment of both national and international talent for incorporation into our research groups. You will also provide support as a multidisciplinary HR technician within the framework of the ATRA-EN project.

#### **Tasks to develop:**

- Writing, publishing and disseminating job offers on different selection and recruitment channels and portals.
- Curricular screening.
- Conducting initial selection telephone interviews, in person and by video call.
- Preparation and monitoring of internship agreements with universities.
- Monitoring and onboarding of new incorporations.

#### **Other Tasks:**

- Perform HR administrative tasks.
- Time record control.
- Collaborate in the management of personnel administration.
- Provide administrative support to PRL.

#### **Requirements:**

##### **Essential:**

- Knowledge of selection techniques and/or management and development of training programs and/or digital presentation and spreadsheet skills.
- Training in the HR/PRL area.
- At least 3 year of experience in a similar department.
- High level Català, English and Castellano
- Office 365
- Basic knowledge of labor legislation

- University Degree in Psychology, Social Sciences, Communication Sciences, Human Resources, Labor Relations....

**Advantageous:**

- Knowledge of A3
- Knowledge of SAP
- Health and Safety training
- Experience in the public sector
- It is valuable to have lived in different countries.

**Offered:**

- Work in a constantly growing company with possibilities for professional development.
- Salary negotiated based on experience provided.
- Standard office hours with flexibility. Friday afternoon free.
- Location in Barcelona city

Send applications by email directly to RRHH, [irecjobs@irec.cat](mailto:irecjobs@irec.cat), indicating **Talent Officer Specialty (Ref 2024/46)** in the subject including:

- Curriculum vitae with personal, academic and professional data.
- A motivation letter with reasons for applying, relevant experience, qualifications and value proposition related to the vacancy

Deadline for applications: February 18<sup>th</sup> 2024