



Electronic Component Distributors

2A Lapsi Street, St Julians, Malta

HR MANAGER ASSISTANT

Salary: 50 Euro/Month + commission

COMPANY DESCRIPTION

BD Electronics is a subsidiary of the German Electronic distributor, ML Components. The main company is based in Germany (Mainz). Our Sales department is multilingual with over 10 languages being spoken on a daily basis. The team at BD Electronics prides itself on its sourcing ability of electronic components. We have direct contact with over 700 recognized EC vendors worldwide. Additionally, BD Electronics has visibility on otherwise hidden "Excess OEM Stock" from 100's of OEMs globally. This all means that we have the ability to find Components that other Electronic distributors do not. This company offers an internship as donations recruitment HR officer/assistant in our office in Malta.

RESPONSIBILITIES

- Source new candidates
- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Build rapport and understanding with candidates that the company represents
- Assist promoting the company's services to candidates
- Build and maintain Database of candidates
- Conduct interviews using various reliable personnel selection tools/ methods to filter candidates within schedule

REQUIREMENTS

- Studies or experience in Human Resources, Sales, Marketing, or similar
- Good language skills, particularly in English – Additional languages are a bonus
- Good interpersonal skills, a "people person"
- Good manager of time
- A professional manner at all times
- Results driven individual with positive, "can do" attitude