



HR MANAGER ASSISTANT

Working times: Monday to Thursday is 8 am to 5 pm and Friday is 8 am to 3 pm

COMPANY DESCRIPTION

BD Electronics Ltd. is an international distributor of electronic components, based in Malta. We provide obsolete technology products globally to manufacturers of various industries: medical, aerospace, military, computer, telecommunications and transportation. We are a rapidly growing company with an energetic and international workforce who operates in a positive, competitive environment.

RESPONSIBILITIES

- Managing the administrative tasks for the current existing employees
- Designing and implementing days off for the staff
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- Developing and updating job descriptions and job specifications
- Building rapport and understanding with candidates that the company represents
- Assist promoting the company's services to candidates
- Maintaining the Database of staff
- Making sure that company policies are being met by the staff
- Sourcing new candidates
- Designing and implementing overall recruiting strategy

REQUIREMENTS

- Studies or experience in Human Resources, Sales, Marketing, or similar field
- 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