

Trainee - Recruitment (Porto)

Would you like to join one of the fastest growing startups in the world? Talkdesk – a 2016 Forbes Cloud 100 Company – is the world's leading cloud-based contact center software provider. We have awesome investors (DFJ, Salesforce Ventures and Storm Ventures). We are looking for Trainee to work in Talent Team and help us in Recruitment area.

The role:

- Research about candidates - identify candidates and ensuring that there is a constant flow of qualified candidates for different kind of positions
- Research about market - new companies, new start ups' and be aware the tech market
- Pre-screening candidates
- Updating and maintaining in-house candidate's system
- Advertising vacancies

Requirements:

- Degree in HR, Psychology, Management or similar area (Degree complete or frequency)
- Experience in recruitment or as a researcher, preferably
- Good communication skills- written and spoken in Portuguese and English
- Strong ability in understanding requirements for the purpose of sourcing quality candidates and market
- Ability to deliver results at short notice by being highly proactive and organized
- Flexible in approach and ability to work well under pressure.

To apply, please send your cv to joana.navarro@talkdesk.pt or link in our website.

Senior Recruiter (Porto)

Talkdesk is seeking an ambitious Senior Recruiter that will be responsible for hiring top talent to ensure our success and growth. This is a great opportunity to work for one of the fastest growing SaaS start-ups in the world.

Responsibilities:

- Be the company ambassador, networking and attracting amazing talent!
- Build strong relationships within the company, especially with all hiring managers and stakeholders;
- Quickly assess and evaluate current recruitment practices and tools, streamlining and strengthening the hiring process;
- Manage, create and develop recruitment campaigns for all open vacancies;
- Maintain and develop a network and database of talent;
- Develop a reliable hiring forecast and work with the Head of HR to build long term recruitment strategies.

Requirements:

- Enthusiastic and charismatic individual;
- Passionate about recruitment;
- Engaging with talented people;
- Recruitment experience,
- Significant technology industry experience, either at an agency or in-house recruitment;
- Savvy about where to find the best candidates and strategies for sourcing passive job seekers;
- A track record of hiring the best and documented success;
- Fluent in English.

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