BrightPoint | Talent Acquisition Agency

BrightPoint is a talent acquisition agency founded by entrepreneurs with over 15 years of experience in investment advisory and management consulting. The team includes experienced and energetic young professionals with achievements proven through the years – more than 300 closed positions and over 80% recruitment success rate. Our services include recruitment, headhunting, talent acquisition and employer branding, in terms of sectors focus is on experts & management and information & communication technologies.

For one of our clients – one of the largest and most solid companies in the world, which has shared service center in Sofia, we are looking for an **HR Specialist with French and English**.

You will have the opportunity to work and develop yourself in the HR field in professional working environment.

Job Description:

- Respond to employees and managers' inquiries;
- Manage and resolve employee calls and complaints;
- Manage benefits administrations;
- Manage HR employee data;
- Process orders, forms and applications.

Key Requirements:

- University degree;
- Minimum 2 years' experience in HR administrations;
- Excellent command of English and French language;
- Excellent communication and organizational skills;
- Good team player.

Our offer:

- Modern working environment;
- Competitive salary and benefits;
- Friendly and multinational environment with great opportunities for development;
- Stable company with long term commitments and international customers.

If you find yourself in the description, do not hesitate to send us your CV at **silvia.banova@brightpoint.bg**