

# HR Specialist



London Basel Sofia

# The Company

OVER 10 YEARS OF EXPERIENCE IN DIGITAL HEALTH

We are advisors, designers, and developers who help pharmaceutical, biotech and healthcare organisations **overcome technology challenges, build innovative business models, optimise, and automate processes and increase customer satisfaction.**

## **About the role**

This role combines both administrative and HR responsibilities in support of the Resource manager at BGO Software as well as coordinating and managing a healthy relationship with **external multicultural teams** (subcontractors), engaging them to be motivated and proud of partnering with BGO Software.

Overall, the HR Specialist will handle multiple tasks regarding the selection of the appropriate candidates for different technical roles, provided by third parties (this excludes active sourcing and recruiting), CV screening, and participating in the technical interviews. The HR Specialist will be responsible for the smooth onboarding of new hires and insuring their well-being within the projects and the team.

***\* The role doesn't include administrative and operational responsibilities for internal (in-house) employees.***



## WE WILL TRUST YOU WITH

Preselect incoming CVs from vendors whether they fit into the position requirements.



Prepare CV templates for sending.

Collect necessary information and create Job Descriptions based on templates. (must have's, nice to have's)

Maintaining a Billable Employees Team.

Monthly evaluation of the vendor's performance and improve it (collect feedback from PM, SA and from customer)

Vendor resources eNPS collection (follow internal eNPS frequency).

Conduct regular meetings with all subcontractors and collect feedback regarding their employment experience.

Create reports after the meetings and present them to the Vendor RM.

Attend to interviews and evaluate cultural and psychological fit.

Execute internal onboarding.

Plan, organize and facilitate project onboarding with PM and Team Leads.

Support to the Vendor RManager with other activities regarding the resource workflows.



## Technical & Soft Skills

Organized person with eye for the detail

Excellent organizational and time management skills

The ability to multitask effectively

Smooth communication skills

Interested in working with diverse multicultural teams

Working knowledge of interview techniques and applicant screening methods

Excellent English – verbal and written



Good knowledge in MS Office package



Basic knowledge in software technologies



Experience conducting various types of interviews (i.e., phone, video, etc.)



Demonstrated ability to establish effective and cooperative working relationships built on trust.



Support RM with remote employees' Rewards framework.

Ability to manage a wide range of relationships with a variety of stakeholders  
Ability to effectively resolve conflicts



# Our benefits for you



Professional growth and learning as well as personal development



Flexible working hours and Work-Life Balance of extraordinary importance



Additional health insurance with dental insurance



22-25 annual paid leave. Remote, hybrid or office work mode



Multisport card reimbursements



Straight-to-the point, transparent, fun, and friendly company culture



Special occasions bonus and many more!