

EasyDo Digital Technologies

<https://easydo.co/job/junior-it-recruiter-with-english-skills/>

Junior IT Recruiter with English skills

Description

Empowering our Clients with People-Driven Digital Innovation Across Europe

We are a Group managing digital IT services and solutions, driven by people, innovation, agility, and deep industry insight. We are working with the largest private and public institutions to deliver IT services and solutions.

Being an entrepreneurial digital services group with a Human-Sized Tech Company, we are built by passionate experts and led by seasoned leaders in IT and digital transformation.

Responsibilities

- ☑ Support the full recruitment process, from job posting to offer stage;
- ☑ Be the first point of contact for candidates throughout the hiring process;
- ☑ Actively search for potential candidates using various channels;
- ☑ Write and publish engaging job ads;
- ☑ Screen resumes and conduct phone/online and face-to-face interviews together with a Senior Recruiter Help build and maintain a talent pool/database of potential candidates;
- ☑ Provide regular updates and reports on recruitment activities;
- ☑ Support and follow up on the employee referral program.

Qualifications

- ☑ Bachelor's degree (completed or ongoing) in Human Resources, Psychology, Communications, Business, or Foreign Languages;
- ☑ Good command of English (written and spoken);
- ☑ Eagerness to learn and grow in the recruitment field;
- ☑ Strong organizational and time management skills;
- ☑ Clear and empathetic communicator, both with the team and with candidates;
- ☑ Creative thinker with flexibility and initiative;
- ☑ Interest in human behavior or psychology is a plus.

Job Benefits

Competitive salary and the opportunity to have a meaningful job where you can make a difference

The chance to continuously evolve as a professional

A clear path for learning and professional growth with support from a mentor;

Medical insurance & Meal tickets. Variety of training opportunities

Contacts

☑ **Contact our Talent Team by email to hiring@easydo.co**

Or visit our careers portal: **www.easydo.co/career!**

Hiring organization

EasyDo Digital Technologies

Employment Type

Full-time

Job Location

Pitesti, Arges

Date posted

June 25, 2025