

## Recruiter + Admin Support

**Intro:**

We are a small team of people that see work as part of our lives and not as a scope itself. The translation projects are our „rucodelie“. Ytranslations was founded in 2015 and we work for businesses located in Europe, especially Germany, providing translation services for technical and business content. We work with collaborators for these projects and starting this year we want to reach the Romanian market as well.

It is important to find the right person that also treasures family – as a part of life and does not wish a glamorous career but a more steady and stable work.

Position opened	<b>Recruiter + Admin Support</b>	
	Office Hours: Monday – Thursday 08.00 – 14.00	<a href="#">Home working(remote):</a> *Monday – Thursday: 2 hours flexible *Friday – 8 hours (09.00 –17.00)
Location of the office	6 <sup>th</sup> floor, 3 rooms apt. located in Iași, Romania (near Hotel International, Splai Bahlui)	
Ideal profile of candidate	<ul style="list-style-type: none"> <li>- Has proven work experience in recruiting (minimum of 2 years)</li> <li>- Advanced level of English (it’s a must)</li> <li>- Is experienced in recruitment on the online platform LinkedIn</li> <li>- Is a consistent person</li> <li>- Is very organized and pays attention to details.</li> </ul>	
Responsibilities	<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>- Implementing the overall recruiting strategy for freelance translators</li> <li>- Sourcing and attracting freelance translators by using online databases, LinkedIN, social media etc.</li> <li>- Screen candidates resumes and translations competences</li> <li>- Implement the selection plan for all the translators (resume application, test translations, etc)</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>- This person will send to the accountant company all admin. files needed (daily presence, invoices, etc)</li> <li>- Organizing the internal and external administrative documents</li> </ul>	

	<p>(salaries, inventory, employee's files, contracts, invoices etc.)</p> <ul style="list-style-type: none"> <li>- Contacting clients for delayed payments</li> <li>- Keeping contact with the accounting firm and delivering the monthly documents</li> </ul> <p><b>Talent Management</b></p> <ul style="list-style-type: none"> <li>-Creating and implementing the system for the growth of competences of the employees and keep track of the performances of the employees</li> <li>- Organizing events/ initiatives that help the team cohesion, such as teambuilding, learning sessions etc.</li> <li>- Occasionally coordinating translation projects</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>- Working hours at the office + remote</li> <li>- On all the red cross holidays – working from home (after the Holy Liturgy)</li> <li>- Competitive salary</li> </ul>
Application details	<p>Send your CV in English at <a href="mailto:rn@ytranslations.com">rn@ytranslations.com</a> and ask Roxana for more questions.</p> <p>One page letter – writing why you are the right person for this job</p> <p>Deadline of applications: <b>31st of May 2018</b></p>
Disclaimer	<p>The minimum required experience could be in any industry. There is no translation industry experience needed, as you will receive training (theoretical and practical) and you will have a mentor for your induction period.</p>

Looking forward to meeting you!

