

AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for a:

Recruiting Manager (f/m/d)

1190 Vienna | Full-time employee | Start: 11.11.2024 |



In this position, you'll shape our recruitment efforts by managing the entire hiring process and providing strategic support for our hiring managers. Your expertise will ensure a seamless experience for both candidates and hiring managers, helping us attract top talent.

What Your Day To Day Will Look Like

- Manage the end-to-end recruitment process for roles including, pre-selection of candidates to generate shortlist, advising on and facilitating selection activities, offer management and keeping in touch with candidates throughout.
- Partner with hiring managers and HRBP's to develop and implement resourcing plans for roles at all levels.
- Oversee the entire candidate journey ensuring a positive experience and impact on our employer brand.
- Collaborate with hiring managers to understand hiring needs and provide recruitment support, ensuring alignment with business objectives.
- Have an active focus and interest in active sourcing through LinkedIn
- Build talent pipelines for current and future hiring needs
- Manage recruitment agency relationships
- Ensure that our diversity, equity and inclusion agenda is reflected in recruitment practice.
- Act as an ambassador for the company, helping to raise our profile and maintain our reputation as an employer of choice.

Your Qualifications and Experience

- Degree in business administration with a specialization in HR or comparable education
- 5+ years of recruitment experience, preferably in the pharmaceutical, biotech or life sciences industry
- Skilled in designing and conducting interviews and other assessment processes, with hands-on experience using applicant tracking systems
- Excellent verbal and written communication skills in German and English
- A self-driven, organized, and proactive work style, with exceptional time management skills

- Well organized, able to focus on multiple projects and prioritize effectively
- Strong service orientation, enthusiasm, and the ability to work collaboratively in a team environment complete your profile
- Comprehensive knowledge of Office 365

Our Offer

- Open corporate culture with the opportunity to bring in your own ideas
- Great opportunities for personal and professional development
- Attractive work environment with excellent career opportunities and flat hierarchies
- Competitive salary package plus bonus and various benefits
- Gross monthly salary provided for this function is a minimum of EUR 3.600.- based on full-time employment. Any potential overpayment depends on professional experience and qualifications.

If you would like to work as a team player in an international environment and can identify with our values "Agile, Ambitious, Aligned, Accountable and Appreciative", then: Take this CHANCE and

Main Benefits

Health
insurance

APPLY NOW

Employee
discount



Homeoffice



Company car



Employee mobile phone



Flexible working hours



Laptop



Canteen



Employee events



Meal allowance



Company doctor

Your Contact



Kathrin Breuer, BA, MA

Senior Associate Talent Aquisition

Further information on our website:

aop-health.com