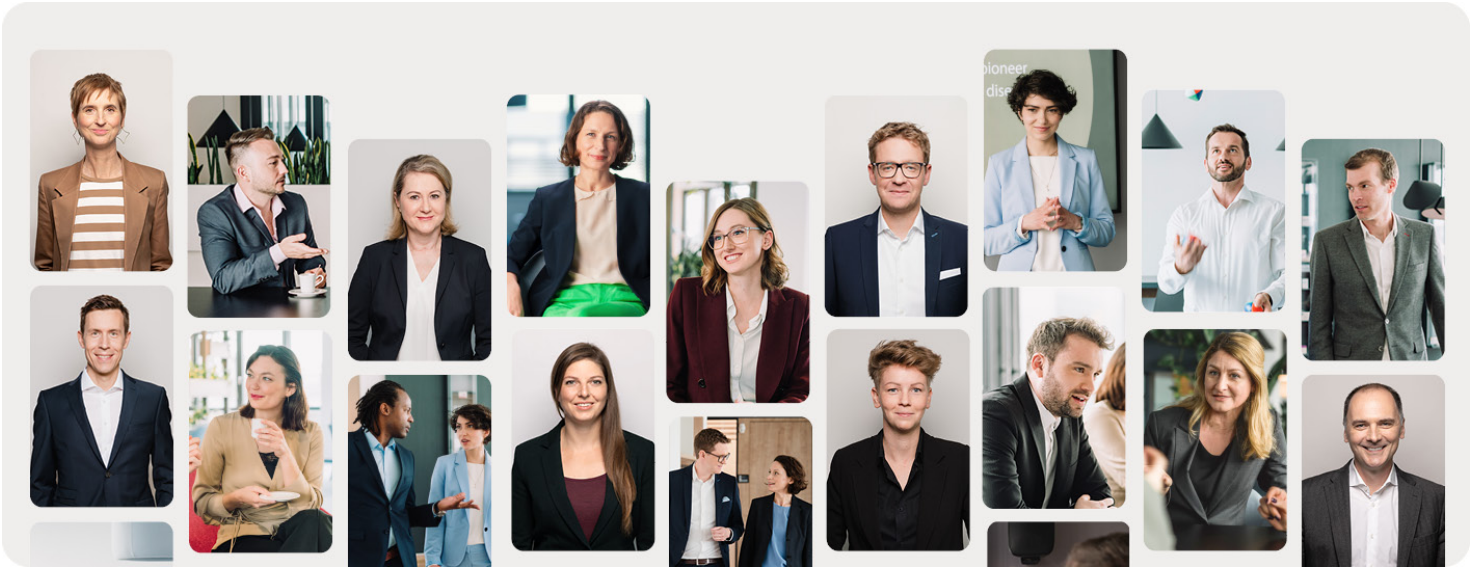


AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for a:

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

Main Benefits

- ★ Bonus
- 🏠 Homeoffice
- 📱 Employee mobile phone
- 🕒 Flexible working hours
- 💻 Laptop
- 🎓 Initial and continuing education
- 🍴 Canteen
- 👥 Employee events
- 🩺 Company doctor
- P Parking spot
- ❤️ Healthmeasures

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

Your Contact



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Further information on our website:

aop-health.com