



Design the Future

At Steelcase, we believe the places where people work, really matter. Great places can inspire, accelerate innovation, improve wellbeing and connect people to each other and to the purpose of their organization. By studying how people work and by bringing human insights to the places where they work, we help organizations to achieve a higher level of performance.

In 2011, we opened a new Business Center in one of the most vibrant cities in Romania – Cluj-Napoca. We provide a wide range of support services for Steelcase Innovation Centers, Manufacturing and Sales Organizations, supporting Europe and North America.

We'd like to invite you to become a member of our Steelcase team and work for a global leader in one of our inspiring spaces.

Job vacancy

HR Administrative Assistant (MyHRTeam)

Mission:

Supports the Talent Acquisition and HR Administration processes from the releasing of requisitions, setting up candidate interviews, all the way to running HR specific systems. Responsible for executing tasks based on established processes and procedures related to all aspects of administrative, recruitment and onboarding. Participate in continuous HR process improvement, supports and contributes the new HR processes implementation.

What you will be doing:

Scheduling & Posting

- Schedule interviews for recruiters, HRBPs, hiring managers with internal and external candidates
- Support on organizing Candidate Experience Days for final candidates, booking rooms and check calendars and availabilities for all parties involved, sent out the agenda
- Handle the scheduling system until the request is completed
- Prepare presentations for the team with monthly overviews for the Interview Request
- Present total number of requests opened by each recruiter and number of interviews for each position
- Schedule onboarding meetings and monthly training sessions for new joiners

- Schedule the Intake Calls with the TA recruiter, hiring managers and HRBPs
- Send weekly reports externally (to state unemployment site) with the job positions that are vacant
- Post all vacancies via Spark

Onboarding

- Send the onboarding plan to hiring managers, onboarding kit to the new employee
- Send first day agenda on new employee's personal e-mail

Manage recruitment and onboarding tools

- Assign the HRBPs or recruiters for each project in OpenHire
- Connect with the HRBP across EMEA and ask if they need recruitment support
- Manage the candidates' information in OpenHire and close the filled job requisition
- Manage the candidate documents in Red Carpet
- Referral bonus tracking in the ticketing system

HR Administration

- Manage the time and attendance blue collars system for Germany: ATOSS
- Scanning, archiving documents

Who you are:

Education/Experience:

- Bachelor's degree
- Administrative experience in a customer service or any other administrative position
- Experience in project management preferred

Skills/Abilities:

- Ability to multi-task and work with multiple requirements at a time
- Strong interpersonal skills with great attention to detail and follow-up, coupled with strong judgment in setting priorities and providing information
- Excellent verbal and written communication skills for interaction with a variety of internal and external customers
- Able to compose, edit and prepare written communications, documents and reports - Microsoft Office package (Excel and PPT)
- Ability to work independently and with limited supervision
- English – advanced level