



Electronic Component Distributors
Suite 7 & 8 upper level, at the Landmark, Triq I-Iljun, Qormi

HR MANAGER ASSISTANT

Salary: 50 Euro/Month + commission

Working times: Monday to Thursday is 8am to 5pm and Friday is 8am to 3pm

COMPANY DESCRIPTION

ML Components GmbH is an international distributor of electronic components, based in Mainz, Germany. BD Electronics Ltd. is the subsidiary, based in Malta. We provide obsolete technology products globally to manufacturers of various industries: medical, aerospace, military, computer, telecommunications and transportation. We are a rapidly growing company with an energetic and international workforce who operates in a positive, competitive environment.

RESPONSIBILITIES

- Sourcing new candidates
- Designing and implementing overall recruiting strategy
- Developing and updating job descriptions and job specifications
- Building rapport and understanding with candidates that the company represents
- Assist promoting the company's services to candidates
- Maintaining the Database of candidates
- Conducting interviews using various reliable personnel selection tools/ methods to filter candidates within schedule

REQUIREMENTS

- Studies or experience in Human Resources, Sales, Marketing, or similar field
- Good language skills, particularly in English – Additional languages are a bonus
- Good interpersonal skills, a “people person”
- Good manager of time
- A professional manner at all times
- Results driven individual with positive, “can do” attitude