

MaSTherCell

The global cell and gene therapy CDMO partner



We are currently looking for a:

TALENT ACQUISITION SPECIALIST

Full-time

CDI

Gosselies

Interested to work with us? Send your resume and a cover letter at job@masthercell.com

Talent Acquisition Specialist

OVERVIEW

MaSTherCell is looking for a Talent Acquisition Specialist with at least 2 years' experience in recruitment to join our HR team for an indeterminate contract.

You will be involved in the complete recruitment process and will work on attracting talented & engaged people who will drive MaSTherCell growth & success.

RESPONSABILITIES

He/she:

- advertises job openings on company's careers page, social media, job boards and internally;
- manages CV's on our Application Tracking System (ATS) : he/she screens incoming resumes and application forms;
- sources CV's on LinkedIn to identify top talent;
- coordinates interviews with the candidates and assesses them;
- gives feedback to candidates and sends job offer emails;
- attends job days at schools and/or participates to other recruitment events;
- develops relationships with schools to attract interns and students to join us;
- makes propositions to management to improve the recruitment process and participates in projects related to recruiting & HR projects;
- provides shortlists of qualified candidates to the HR & Recruitment Expert;
- participates in the recruitment reporting;
- supports the HR & Recruitment Expert with the administrative procedure of candidates.



Qualifications & Skills:

- Minimum graduate level in HR, psychology or sciences - 2 years' experience as an HR Recruiter in Life science profiles is a plus;
- Fluent in French and English is a must;
- Autonomous, proactive, rigorous & conscientious;
- Ability to balance multiple tasks and work well independently and collaboratively;
- Excellent inter-personal, organisational and communication skills;
- Enthusiastic team-player;
- Sound judgement;
- Familiarity with an ATS and resume databases is a plus.

Offer:

- A Full-time position (40h/week);
- A Challenging & dynamic function in a growing dynamic biotech company;
- A human-sized working environment with a convivial atmosphere.