

Biomapas is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarter in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine and Sweden, Biomapas operations are spread over 4 continents, concentrated in Europe, Russia and former CIS region.

Biomapas is looking for a **Recruitment Associate** to support the HR department. The role is perfect for those who want to experience the challenging international business environment and are keen to develop professional skills. We expect you to be open-minded with a can-do attitude. The position is based in Kaunas.

Key role responsibilities:

- Handle the whole recruitment process including but not limited to:
 - Work with hiring manager to identify role related requirements;
 - Formulate advertisement and job posting;
 - Prepare job description;
 - Screen applicants and facilitate interviews;
 - Actively use LinkedIn search and headhunting;
 - Create and coordinate tasks for candidates.
- Build and maintain network of potential candidates through proactive sourcing and ongoing relationship management;
- Select and coordinate partnerships with external parties (recruitment agencies, associations, etc.);
- Act as a key point of contact for applicants globally;
- Prepare and manage job offer process;
- Coordinate new hires on-boarding process.

Key role requirements:

- Bachelor's Degree in Human Resources, Business Management or related field;
- Human resources management experience focusing on recruitment. In house recruiter role in international environment would be an advantage;
- Knowledge of recruitment tools and relationship building skills;
- Effective oral and written communication skills;
- Fluent English is mandatory;
- Ability to prioritize workload in challenging time frames;
- Flexibility to handle unexpected daily challenges.

In **Biomapas** you will find supportive work environment with guarantee for professional and personal development, as well as competitive salary and benefits and many more initiatives that will make your daily office life comfortable.

For more detailed information please do not hesitate to contact **Raimonda Klimienė**, HR and Training manager by telephone **+370 69 815 736**.

Please apply to HR@biomapas.com. Will be waiting for your applications!

Be kindly informed that only selected candidates will be contacted.