



GUIDEPOINT

GUIDEPOINT CAREERS

Talent Acquisition Coordinator

The Talent Acquisition Coordinator is an exciting opportunity for a recruitment professional who wants to work in a fast-paced, high growth company. We are a global team of almost thirty Talent Acquisition (TA) professionals spanning across the globe from the United States, Japan, Korea, India, China, Singapore, UAE, Australia, Germany, Greece and the UK. We are looking for a coordinator on our team to coordinate interviewing and hiring activity across Athens office. This person will report directly to the TA Specialist of the Athens office.

What You'll Do:

- Partner with Recruiters to coordinate interviewing and hiring activity across Athens office
- Work directly with Hiring Managers across the company to facilitate and schedule interviews
- Heavy emphasis on candidate coordination - communications, calendaring, collecting feedback, etc. to ensure positive candidate experience
- Ensure proper data capture to facilitate reporting and analysis
- Work with the TA Specialist to source and connect with potential candidates
- Assist on ad hoc projects such as ATS management, employer branding, candidate experience and recruitment marketing

What You Have:

- BA in Business Administration, HR, Communications, or related field
- Minimum 1 year of coordinating or administrative experience in a recruiting agency, or internal recruiting or HR function; internship experience will be considered
- Demonstrated excellent written and verbal communications skills
- Experience in an extremely fast-paced environment with multiple, competing demands highly desirable
- Ability to manage and prioritize multiple requests from different sources is required
- Very strong attention to detail is critical
- Exposure to ATS platforms desired, experience with Greenhouse a huge plus

What We Have:

- Competitive compensation
- Private health insurance
- Entrepreneurial environment, autonomy, and fast decisions
- International exposure to the global Guidepoint teams
- Casual work environment and compelling people
- Summer and winter team events

CONTACT US:

Would you like to be part of our team? Then we look forward to receiving your application by email to akosta@guidepoint.com

If you have any questions, contact us by email or by phone at **21 1234 1238**

Visit our site for more opportunities at <https://www.guidepoint.com/careers/>

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