**HR MANAGER ASSISTANT**

Working hours: Mon-Thu 08:00-17:00 Fri 08:00-15:00

2 days off/month

Location: Mainz or Malta

Salary: 50 Euro/Month + commission

**COMPANY DESCRIPTION**

ML Components is the premier distributor of semiconductors and electronic components. Our head quarter is based in Germany (Mainz), but we also have a subsidiary in Malta. Our extensive, global supplier networks offer our customers quick access to difficult-to-find parts. We are a strong and rapidly growing company with a competitive and energetic work environment. At ML components, diversity is highly valued with a multicultural workforce from diverse cultural backgrounds. The HR Intern coordinates human resource management activities to maximize the strategic use of HR policies such as recruitment, compensation, and regulatory compliance

**RESPONSIBILITIES**

* Source new candidates
* Design and implement overall recruiting strategy
* Develop and update job descriptions and job specifications
* Build rapport and understanding with candidates that the company represents
* Assist promoting the company’s services to candidates
* Build and maintain Database of candidates
* Conduct interviews using various reliable personnel selection tools/ methods to filter candidates within schedule

**REQUIREMENTS**

* Studies or experience in Human Resources, Sales, Marketing, or similar
* 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