

## Human Resources Trainee

Cargotec is at the forefront of the transformation in the cargo handling industry. Our cargo handling solutions and services make global trade smarter, better and more sustainable.

Cargotec Business Services was established in 2017 with Sofia as the main global hub and a regional hub in the United States. Its aim is to optimise the global business support processes of Cargotec. More than 300 people in Bulgaria provide services in the areas of Finance, HR and Indirect Procurement.

Join us for a smarter and better everyday

We are looking for talented HR Trainee, who strives to develop and grow in an international and respectful organisation. Our environment of continuous improvement, innovation, openness and diversity provides the best place to drive and develop as a professional and a person.

Main responsibilities:

- Support HR Specialists responsible for resolving queries from suppliers or colleagues through the right channel (tickets, chat, etc.)
- Support Recruitment in end to end process (job postings, CV screening, phone interviews, on-line testing, scheduling interviews)
- Ensure customers are satisfied to maintain a positive brand image for Cargotec Bulgaria
- Ensures all documentation is up-to-date and accurate
- Support building up the HR area in the company in close cooperation with the other team members.
- Support global HR initiatives and participate in operational meetings
- Support creation of training materials, guidelines and work instructions for the respective area of responsibility which will be used globally
- Participate in monthly process round table discussions and knowledge sharing
- Raises the quality of the services in the respective processes in terms of high level of service excellence
- Support in Monitoring and analyses of customer feedback
- Customer oriented Attitude to delivering HR services in line with internal procedures.

Key Requirements:

- Minimum bachelor degree or in last years of studies in HR or business
- 0-2 years of experience in HR domain
- Good understanding of MS office and/op Google Suite applications in work environment
- Full professional proficiency of written and oral English language required
- Customer service focus and interpersonal skills
- Willing to work across cultures and organisational hierarchies - in and outside of HR

We offer:

- Exposure to international environment
- Compensation package
- Flexible working hours

If you are excited about this opportunity, please submit your CV at : [velina.stoyanova@cargotec.com](mailto:velina.stoyanova@cargotec.com)

Cargotec and its businesses

Cargotec's (Nasdaq Helsinki: CGCBV) sales in 2017 totalled approximately EUR 3.2 billion and it employs over 11,000 people.