



Recruitment 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. As leaders in ports, on roads and at sea, our business areas Kalmar, Hiab and MacGregor have a unique position to optimise global cargo flows and create sustainable customer value.

Join us for a smarter and better everyday!

Cargotec Business Services was established in Sofia, Bulgaria in August 2017 and has close to 450 employees now. Our goal is to help accelerate Cargotec's success by providing world-class global business services in the areas of Finance, Human Resources and Indirect Procurement.

We are looking for a Recruitment Trainee who will be responsible for delivering recruitment and candidate sourcing services in line with managers' needs and expectations. The position is part-time, with an option for 4 or 6 working hours per day. The main countries in the scope of this role will be the UK, The Netherlands and Belgium.

This position will be based in Sofia, Bulgaria.

Main tasks and responsibilities:

- Support end-to-end Recruitment process (supporting Hiring managers, job postings, CV screening, phone interviews, online testing, scheduling interviews, offer initiation);
- Screen candidates' resumes and job applications and process referrals and internal applications, to create a short and long list of candidates;
- Administrate recruitment process through Cargotec candidate management system (SAP, Ticketing system);
- Arrange face-to-face and online video interviews by coordinating schedules.

What you'll need to succeed:

- Currently enrolled or completed Bachelor degree in HR or other relevant degree;
- Good analytical, problem solving and communication skills;

- Full professional proficiency of written and oral English.

We offer you:

- Exposure to international environment;
- Attractive compensation package;
- Flexible working hours;
- Healthy work environment;
- Food vouchers and self funded Multisport card;
- Work-life balance.

You will be part of:

We offer you an opportunity to put your skills and experience into work and make an impact in our global organisation and the cargo handling industry. You will work together with great colleagues from various backgrounds inspired by shared, ambitious goals. We value collaboration in our open and inclusive culture. With us, you will have the opportunity to develop yourself professionally. Join us to make a difference - and have fun while doing it.

Interested to join?

If you are excited about this opportunity, please submit your CV and application to stela.dimitrova@cargotec.com

Cargotec and its businesses

Cargotec (Nasdaq Helsinki: CGCBV) enables smarter cargo flow for a better everyday with its leading cargo handling solutions and services. Cargotec's business areas Kalmar, Hiab and MacGregor are pioneers in their fields. Through their unique position in ports, at sea and on roads, they optimise global cargo flows and create sustainable customer value. Cargotec has signed United Nations Global Compact's Business Ambition for 1.5°C. The company's sales in 2020 totalled approximately EUR 3.3 billion and it employs around 11,000 people.