



Human Resources Specialist

Freudenberg is a global technology group that strengthens its customers and society long-term through forward-looking innovations. Together with our partners, customers and the world of science, we develop leading-edge technologies, and excellent products, solutions and services for 40 market segments. The Freudenberg Group employs some fifty thousand people in around 60 countries worldwide and generates sales of nearly nine billion euros.

Freudenberg Performance Materials is a leading global supplier of innovative technical textiles for the markets of automotive, building materials, apparel, energy, filter media, healthcare and building interiors, among others. The company generates sales of more than 1 billion euros, has 33 production sites in 14 countries around the world and some five thousand employees. Freudenberg Performance Materials attaches great importance to social and ecological responsibility as the basis for its business success. For more information, please visit www.freudenberg.com.

Responsibilities:

- Responsible for the recruitment and selection process for open positions;
- Advertise open positions on all relevant channels, actively searches/sources candidates, conducts selection interviews, provides feedback to candidates;
- Organizes and participates in job fairs;
- Prepares all hiring documents and organize the signing of employment contracts;
- Maintains all needed documents for the employee files;
- Provides guidance, support and counsel to employees on defined employer relations issues;
- Provides high level administrative and systems related support;
- Participates, collaborates and engages in other HR activities, projects and initiatives as required as a member of the HR team;

Our expectations:

- Bachelor's Degree in business Administration, Human Resources, Psychology or related field;
- Experience in Human Resources for at least 2 years;
- Excellent verbal and written communication skills;
- Computer skills related to Microsoft Office (Word, Excel, Power Point);
- Good command of both spoken and written English;
- Hands-on mentality;
- Accuracy and detail-oriented;

If you like to make a difference and if you would like to be a part of a growing, successful company, then this is the moment to join Freudenberg and become part of a great team! Please send us your resume to hr.romania@freudenberg-pm.com.