



**Position:** Recruitment Specialist – Contractor position  
(1 year)  
**Business Unit:** Talent Acquisition  
**Location:** Bucharest, Romania

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### **Adobe – An Award-Winning Employer**

Adobe believes in hiring the very best and that's why we are an award-winning top 100 employer. Recognizing that employees are at the core of our success, Adobe recruits and retains highly qualified and motivated individuals, creates an environment where they can innovate and achieve their best, and rewards them for their performance by giving them an opportunity to share in the company's success. Adobe is consistently ranked as one of FORTUNE magazine's "100 Best Companies to Work For" and "Best Employer" in Romania and Central & Eastern Europe by Hewitt and Associates. We have been also honored with two spots (2008 and 2009) on Germany's "100 Best Places to Work For" list and a spot on Europe's "50 Best Small and Medium-Sized Workplaces" by the Great Places to Work Institute.

### **Adobe Romania**

[Adobe Romania](#) is the largest Research and Development center the company has in the Europe, Middle East and Africa region. Over 175 passionate and highly creative employees work on products and services for enhanced web development and consumption. Adobe Romania is the best company to work for in Romania (Hewitt survey 2008/2009). Adobe is an equal opportunity/affirmative action employer. We welcome and encourage diversity in the workplace.

### **About Adobe's Human Resources Business Unit**

The Global Human Resources organization plays a key role in ensuring we attract exceptional talent and creating an environment that reflects our core values. Human Resources is also responsible for enabling employees to grow their careers and rewarding them for their contribution to Adobe's success. Strategic areas of focus for Human Resources include Employee Growth & Development, Total Rewards and consulting on Organizational

Effectiveness supported by a strong foundation in HR Operational Excellence

## Position Summary

Adobe Romania is looking for a highly-motivated individual to join the EMEA Recruitment Team. As a Recruitment Specialist you will be responsible for identifying and attracting top quality employees, understanding the business needs and partnering with the hiring managers and HR to fully understand the hiring strategy for the business.

The role will operate as both an evangelist and "internal consultant" to the respective client groups. The person will ensure a consistent, high quality experience for hiring managers and candidates. The hiring demands are mainly technical in the Internet field (90%) with occasional non-technical hiring and will be involved in end-to-end recruiting: research, sourcing, direct approaches, screening, interviewing, selection, reference checking.

## Requirements

- University graduate – level (technical background is a plus)
- Significant experience developed in a leading recruitment consultancy.
- Desirable, although not essential: experience working as a corporate on-site/in-house recruiter in the technology sector. Of more importance in this respect is the candidate's background, exposure and ability to apply in practice, skills developed from training / mentoring programs around the field of recruiting
- Creative, results-led research/sourcing skills
- Confident, articulate recruiter – adept at making direct approaches – turning initial speculation into tangible interest in Adobe
- Advanced interviewing & selection skills
- Ability to manage expectations under high pressure
- Building out a job description/search strategy / manage expectations
- Strong customer service orientation, critical thinking skills, consulting skills, high levels of initiative and drive.
- High level of forward thinking in respect of executing on a search; But, balance with execution first and foremost.
- Excellent interpersonal skills. Innovative and assertive, assess situations quickly. Excellent judgment. Leaves client groups feeling confident that key hires will be executed against.
- Creative problem solver and team player who thrives in a collaborative environment. Bring creativity to the position to find new ways to identify difficult-to-find candidates.
- Flexible and adaptable to change. Good sense of humor.
- Proven background of solving sourcing challenges for any region whether it be technical or non-technical, staff level or executive search.

- Ability to partner closely with the regional HR Business partners
- Fluency in Romanian and English

### **Responsibilities**

- Understand business staffing needs, develop appropriate job descriptions together with the hiring managers, evaluate, screen, interview, and present a short list of qualified candidates;
- Drive the recruitment process, provide regular progress updates to hiring managers throughout the process, ensure candidate decisions are made in a timely manner, and refine recruiting strategy, as needed;
- Ensure a positive candidate experience with frequent communication throughout the process;
- Use all the channels to source the candidates and identify creative new ways of doing that;
- Use the company tools in order to maintain records on candidates in a database; run reports on the database;

### **Benefits**

- Industry-competitive salary
- Generous time off
- Educational assistance program
- Employee discounts on Adobe software
- Health Benefits
- Meaningful and challenging work
- Uniquely open and informal environment
- And much more...

Adobe is an equal opportunity employer. We welcome and encourage diversity in the workplace.

### **Adobe Overview**

Adobe (NASDAQ: ADBE) changes the world through digital experiences. For more than two decades, Adobe has been at the heart of making engaging experiences happen, and we fuel the content creation and delivery ecosystem in a way no other technology company can. Adobe's award-winning technologies and solutions have redefined business, entertainment, and personal communications by setting new standards for producing and delivering content that engages people anywhere at any time. From rich images in print, video, and film to dynamic digital content for a variety of media, Adobe solutions have positively impacted nearly every market and industry.

To achieve this, Adobe offers customers a wide range innovative tools, services and solutions to create highly compelling and effective content and applications, regardless of format or medium. We enable seamless delivery and consumer access to rich content and applications and deliver solutions that efficiently target, assemble, deliver and measure use of content and applications to achieve optimal return on investment. We enable these three things across media and devices, better than anyone else in the world.

Adobe has been a pioneer and innovator throughout its history and is recognized as one of the Top 100 Best Global Brands according to Interbrand.

### **Adobe at a Glance**

<b>Headquarters:</b>	San Jose, CA
<b>Founded:</b>	1982
<b>IPO Date:</b>	1986
<b>Employees:</b>	9,000+
<b>Offices:</b>	70+ offices worldwide
<b>Fiscal 2010 revenue:</b>	\$3.80 billion
<b>Fiscal 2009 revenue:</b>	\$2.95 billion
<b>Fiscal 2008 revenue:</b>	\$3.58 billion
<b>Business units:</b>	Creative and Interactive Solutions, Digital Enterprise Solutions, Digital Media Solutions, Omniture and Print and Publishing

### **Other Info:**

About Adobe

<http://www.adobe.com/aboutadobe>

Adobe Culture and Benefits

<http://www.adobe.com/aboutadobe/careeropp/cultureandbenefits.html>

Click this link to experience A Day in the Life at Adobe:

<http://www.adobe.com/aboutadobe/careeropp/fma/dayinthelife/>