



Position: Talent Operations Specialist – 1 year contract
Business Unit: Talent Acquisition
Location: Bucharest, Romania

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

We are looking for a highly-motivated individual to join the EMEA Recruitment Team, located in our Bucharest campus. This role reports directly to the Romania Talent Acquisition Manager, and will work directly in support of the Romanian Recruiters - as well as in support of other team members across the EMEA territory. As a Talent Operations Specialist you will be responsible for providing a dedicated service to the recruiting team, supporting them in the end-to-end lifecycle of recruitment, from job opening and approvals, to candidate response management, internet advertising management, interview scheduling, streamlining the candidate interview process and enhancing the candidate experience, as well as of building a strong employer brand.

We expect this role will be a combination of "Talent Operations" (see below) and candidate management activities.

- Talent Operations: (Flexes from 25-40%) Interview scheduling, reporting, creating of requisition reporting for the EMEA team, requisition lifecycle management in Adobe's Applicant tracking and recruiting system (Taleo), coordination and ownership of 3rd party background verification vendor for the region.
- Candidate Management: flexes from 25-50%: application Response Management: 3-5hrs / (12%), Interview scheduling: x10hrs per week / 25% , Interview note collation / collection: x4hrs / 10%
- University recruiting flexes from 5% to 20% of time over a typical calendar month: Managing the logistics, responses and administration around the university recruiting programme and open job fair programme we drive in Adobe Romania.
- Candidate Research & Sourcing: Initially, less than 5% but will trend upwards and support other EMEA regions in time: Electronic sourcing and data-mining for technical hires for the Romania campus and where required, some sourcing support for other parts of EMEA region. Includes some prescreening of candidates and candidate response management

Requirements

We are looking for an energetic and ambitious candidate, who thrives in a fast-paced environment. The successful candidate will have a minimum of x1 year experience in an in-house recruiting function or, in the context of working as a resource or talent operations specialist in a recruiting firm. Above all, we seek an inherent drive to succeed and passion for making a difference.

- Bs/Ms degree in Social Sciences/Technical domain
- A natural self-starter: has strong "inner motor"fixes problems vs being aware of problems
- Ability to provide accurate and efficient service in a busy work environment
- Strong customer service orientation, critical thinking skills, high levels of initiative and drive
- Proactive, energetic, professional self-starter with excellent organizational and interpersonal skills with the ability to work effectively in cross-functional teams.
- Ability to communicate on a 360 level; always aware of audience
- A natural ability to deal with confidential matters; conveying trust and partnership at all times.
- Extensive knowledge in using Excel, PowerPoint, Word
- Fluency in both Romanian and English

Desirable Skills

- Experience with applicant tracking systems
- Experience working in a similar role

Responsibilities

- Manage complex interview schedules; scheduling telephone and face to face interviews with the recruiting team and the business; up to executive-level hiring
 - Manage complex arrays of job advertisements on the web, press and internally. Use web 2.0 technologies to promote local career opportunities
 - Providing a timely response service to applicant candidates online via job boards
 - Use the company tools in order to maintain records on candidates in a database
 - Collect data and provide reports on recruiting activity/workforce market, when required
 - Play an active role in organizing and running University Collaboration programs and in maintaining relationship with Partners (Universities, Student Organizations, Suppliers)
 - Ownership of 3rd party invoice-tracking, raising of appropriate purchase orders and cross charging.
 - Run sourcing projects and candidate pre-screenings for specific roles, when required

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

Headquarters:	San Jose, CA
Founded:	1982
IPO Date:	1986
Employees:	9,000+
Offices:	70+ offices worldwide
Fiscal 2010 revenue:	\$3.80 billion
Fiscal 2009 revenue:	\$2.95 billion
Fiscal 2008 revenue:	\$3.58 billion
Business units:	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>

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