

HF Markets is an **award winning** forex and commodities broker providing trading services and facilities to both retail and institutional clients. Operating under the brand name 'HF Markets', HF Markets (Europe) LTD is **authorized and regulated** by the Cyprus Securities and Exchange Commission (CySEC) and the Company holds a Cyprus Investment Firm license with number 183/12 and may freely provide cross-border services in other Member States and Countries.

***HotForex and HF Markets are unified brand names of the HF Markets Group.**

Position: **Talent Acquisition Executive** Department: **Human Resources** Reports To: **Head of Human Resources**

RESPONSIBILITIES & DUTIES

- Source an appropriate pipeline to identify and engage both active and passive candidates through a blend of recruitment methods including social media, headhunting, job boards, referrals and networking
- Compose content including adverts and job descriptions for our careers websites and ensure internal applicants are sought and considered
- Liaise with third parties such as vacancy websites and recruitment agencies
- Monitor the job market and prepare analysis and summaries of relevant job market movements
- Ensure every candidate receives feedback on their application status in a timely manner
- Undertake applicant screening as a first stage of the interview process to present a concise shortlist with value added notes and organise interviews for line managers accordingly
- Ensure candidates presented for roles meet the required competencies and share our core values
- Review assessment and testing methods and develop them to ensure they are efficient and fit for purpose
- Coordinate the interview process, ensuring room bookings, equipment, assessment centres are arranged and clearly communicated to all relevant parties
- Coach and train managers as required to ensure they are capable and competent to assess candidates.
- Make job offers and ensure a smooth handover into the HR new starter process
- Work with the Human Resources team to ensure a smooth-running induction process, including return of new starter paperwork
- Support the Human Resources team as required on any internal matters
- Carries out any further duties assigned by their line manager
- Contributes to a positive and dynamic working environment

REQUIREMENTS

- University/College diploma in a relevant field
- 2 – 3 years' experience in a HR/recruiting role
- Experience in a company with an international reach preferred
- Excellent verbal and written communication skills in English
- Impeccable organisational skills with attention to detail
- Able to work in a fast paced environment and multi-task

BENEFITS

A very competitive remuneration and benefits package is offered to all successful candidates including 13th salary and medical insurance, in addition to the opportunity to work within an exciting and engaging work environment where you will be given the tools and guidance to reach your full potential.

Applications must be made through our careers webpage: www.hfeu.com/careers

All applications will be treated as confidential.