

## **Prokura is hiring a HR & Recruiting assistant, part time**

Are you structured and deliver highly qualified service - even when juggling many tasks simultaneously? Do you have a proactive approach and excellent communication skills? Then you might be our new part-time Recruiting Assistant at our office in Oslo, Norway, where you will reference to our HR & People Manager.

As our HR & Recruiting Assistant, you will therefore get insights into both the HR functions and recruitment activities that we continuously perform to further strengthen Prokura's ability to attract and retain the best employees.

### **The main areas of responsibility are:**

- Identify, plan and execute recruitment activities and student events
- Identify the right recruitment channels
- Advertise job listings on various channels
- Support the preparation of material for various activities and events
- Support coordination and execution of interviews
- Support administrative tasks

As an indispensable part of Prokura's growing business, you will have a great responsibility in recruiting the right candidates for the Norwegian office. The role involves contact in and outside Prokura, and you must therefore be strong in oral and written English.

### **We expect that you:**

- Studying a bachelor or in the beginning of your master's degree
- Have relevant professional experience in Recruitment/HR (an advantage but not a requirement)
- Have a structured, sustained and independent approach to the tasks
- Are a positive, smiling and social person by heart
- Are a routine user of the MS Office package, including advanced use of MS Outlook and MS PowerPoint and basic use of Excel
- Are professional and good at communicating, both in verbally and written English

The position as HR & Recruiting Assistant ranges from 10-20 hours a week. The job is based on our office in Oslo.

### **Are you interested?**

If you want to know more about the position, you are more than welcome to contact HR Manager & People Sofie Tonø on mobile +45 42 80 86 06.

### **Application deadline:**

Send your motivational letter, transcripts and resumé as soon as possible to [st@prokura.dk](mailto:st@prokura.dk), as we interview candidates on an ongoing basis - The position must be filled as soon as possible.