



HE Space is a successful international space company. For 40 years, we have been supporting our customers with qualified experts in the field of engineering, science and administration. HE Space has joined forces with CS Group to lead the engineering and digital space market in Europe and to provide highly skilled consulting.

Recruitment Support Officer

Key Tasks and Responsibilities

As part of the HR Support Services Division, you will have the following responsibilities:

- Standardized communication with potential applicants ESA-wide, mainly by handling the mailbox;
- Preparation and publication of Job Requisitions using SAP SuccessFactors;
- Initial screening of applications according to formal criteria (e.g. gender, nationality, level of education);
- Arranging job interviews (mostly on-line) and their follow-up with the interview boards;
- Managing candidates via the SAP SuccessFactors candidate pipeline, covering all statuses from application to hired;
- Specific communication with candidates;
- Arranging pre-recruitment security checks for selected candidates;
- Triggering the services of third-party suppliers (e.g. relocation/housing provider);
- Basic (ie. HR-related) on-boarding of new hires.
- In addition, the post holder will be asked to contribute pro-actively to the continuous improvement of our work quality and processes by using the reporting tools (mainly SAP R/3 and SAP SuccessFactors), and by giving inputs to the on-going digitalisation projects.

Skills & Experience

You will have the following qualifications and relevant experience:

- Bachelor's degree, ideally in the field of Business or Public Administration, Information Technology, Applied Economics, or a combination thereof;
- Minimum 2 years of relevant recruitment/ recruitment administration experience, preferably in an international environment;
- Experience with SAP SuccessFactors or a comparable system;
- Experience with Ms Office package;
- Ability to work autonomously, but with a good team spirit;
- Attention to detail, affinity with figures and swift follow-up of actions;
- Excellent sense of discretion and confidentiality;
- Fluency in English is mandatory; knowledge of another European language is an advantage.

Passionate about people and passionate about space

This job is located in **Noordwijk, the Netherlands**.

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to Viktoria Panicharova, by clicking on the button "Apply for this job" quoting job **NL-HP-25015**

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA