



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 (Full/Parttime)

Key Tasks and Responsibilities

As part of the team, you will have the following responsibilities:

- Standardised communication with potential applicants ESA-wide, mainly by handling the HR contact mailbox and in the future by taking care of the non-IT (i.e. content) parts of new communication means such as an AI chat bot
- 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 online) and their follow-up with the interview boards
- Managing candidates via the SAP SuccessFactors candidate pipeline, covering all statuses from new application to hired
- Individual and specific communication with candidates
- Arranging pre-recruitment security checks for selected candidates
- Triggering the services of third-party suppliers (e.g. relocation/housing provider), including the management of related purchase orders
- Basic (i.e. HR-related) on-boarding of new hires.

Skills & Experience

You will have the following qualifications and relevant experience:

- Formal academic qualification at least at Bachelor level, in Business or Public Administration, Human Resources, Finance, Informatics, Engineering, or a related field.
- Required behavioural attributes are discipline, professionalism, excellent attention to detail, and absolute discretion.
- Fluency in English is mandatory; knowledge of another European language is an advantage.

This job is located in Frascati, Italy.

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 **IT-HP-25013a**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA