



**G Solutions Group doo** was founded in 2014 with headquarter in Belgrade, Serbia.

As a result of commitment to development, continuous growth of human capital and improvement of business processes, G Solutions Group and its subsidiaries and all of the brands within the Easytovisa Portfolio have become the first CEE independent visa service and online immigration consultancy provider.

Easytovisa is a trusted visa service provider for some of the leading regional companies, in a wide range of industries.

**[Fast and Secure Route to all Your Visas - Easytovisa](#)**

## Job Details: Talent Management Specialist

**CIBT**visas

### About our Partner

CIBT is the leading global provider of immigration and visa services for corporations and individuals with over 1,100 expert immigration and visa professionals, attorneys and qualified migration consultants located in over 55 offices in 25 countries. With thirty years of experience, we are the primary service provider to 75% of Fortune 500 companies. We offer a comprehensive suite of services under two primary brands: Newland Chase, a wholly owned subsidiary focused on global immigration strategy and advisory services for corporations worldwide and CIBTvisas, the market leader for business and other travel visa services for corporate and individual clients, and legalization services.

We are fast-paced and dynamic business with aggressive plans for growth. We seek talent that will embrace the company's aspirations to drive growth and shape the future of our business. Employees who achieve success possess intellectual curiosity, work well in a fast-paced and dynamic environment, and hold themselves accountable for driving results and achieving targets.

Private Equity (PE) backed since 2003, the company has a strong record of creating value for investors and executive leadership. Since the initial PE investment, the Company has completed four successful transactions progressively selling to larger PE investors.

CIBT has been a portfolio company of Kohlberg & Co (<https://www.kohlberg.com>) since June 2017.

### Position Overview

The Talent Management Specialists will be responsible for the centralized recruiting and onboarding process, specializing in data entry, job postings, candidate screenings, interview scheduling and the transition process from candidate to employee. This position is part of the CIBT global Talent Acquisition team working from our Center of Excellence in Serbia. The Recruiting and Onboarding Specialist will work closely with the Global Talent Acquisition Director, local Market Recruiters, and Hiring Managers to deliver an exceptional candidate and onboarding experience.

The ideal candidate will be able to coordinate, track and support a high volume of open positions in various stages of the recruiting and onboarding processes with a focus on data integrity, attention to detail and communication, transforming candidate and employee onboarding to achieve an engaging and seamless experience.

### **Responsibilities:**

- Enters approved positions into Applicant Tracking System (ATS), adhering to guidelines and ensuring accuracy of information; posts positions and initiates external advertising. Ensures the confidentiality of information to include salary data.
- Maintains ATS requisitions; ensures accuracy of information and updates in a timely manner. Processes information according to global standards and monitors requisitions for activity; closes requisitions.
- Monitors and screens CV's/resumes against position criteria and forwards to hiring manager; phone screens applicants as requested and coordinates interview schedule with hiring manager.
- Maintains ongoing engagement with candidates throughout the recruitment process, establishing and managing expectations on next steps.
- Proactively provides hiring manager with tools to expedite the recruitment process, ensuring an engaging and consistent process across roles. Shares interview questions, candidate evaluations and related tools.
- Coordinates and schedules panel interviews; gathers feedback from panelists while ensuring ongoing communication with candidates, providing them with updates during the recruitment process.
- Initiate and manage background screening process for new hires, escalating any findings for additional review to the appropriate regional/market Talent Management leader.
- Initiates and tracks onboarding activities for new hires and hiring managers, i.e. monitors completion of new hire paperwork, coordinates with IT support for equipment, and manager new hire check list.
- Initiates welcome letter to new hires, schedules new hire orientation in coordination with regional/market Talent Management leader.
- Complete the onboarding process in HR Information System (HRIS), UltiPro converting candidate to employee.
- Navigates cultural nuances when engaging with managers and candidates.
- Create reporting metrics for management regarding open positions, vacancy tracking, candidate pipeline, etc.
- Responds to requests for references/verification of employment by confirming dates of employment, compensation, role, location, etc. as per market guidelines.
- Other duties as assigned.

**Requirements:**

- Diploma required; a minimum of 2+ years office administrative support in a professional environment. Experience in customer service, recruitment, hospitality preferred.
- 1 year of direct Applicant Tracking Systems or Onboarding processing, experience with UltiPro is preferred but not required.
- Excellent communication skills, both verbal and written, with ability to draft professional correspondence. Fluent in English required; second language such as German, Dutch, or French highly preferred.
- Excellent attention to detail with ability to input and monitor data with accuracy.
- Experience working in fast paced organization during periods of growth and change.
- Able to take direction, follow standard processes and adhere to policies. Ability to maintain confidentiality of sensitive information.
- Excellent analytical skills and time management skills and ability to work both independently to provide solutions to the client as part of a team to accomplish tasks in a professional manner.

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