



## Internal Recruiter

### SUMMARY OF POSITION

Our parent company Creative Dock Group is currently looking for an **Internal Recruiter** who thrives in a busy environment where every day is different. The role:

- Find, and attract the best talents to our projects
- You will be especially responsible for hiring non-tech candidates for our Studio (Design & Marketing), Innovation and Business Development teams
- You will use a range of deep sourcing techniques to find candidates, both on LinkedIn and on other platforms
- Manage candidates in different stages of the interview process, negotiate offers and close candidates
- Provide an efficient, high-touch, and memorable experience for every candidate and referral
- Partner with Hiring Managers (mainly Project Leads and C-level colleagues) to deeply understand their requirements and guide them through our interview and onboarding processes
- Participate and be the driving force of our internal HR processes including interview, onboarding, off-boarding etc.
- Build an inclusive and diverse workforce, including participation in activities that contribute to organisational aspirational goals

### REQUIRED QUALIFICATIONS & EXPERIENCE

- 4+ years of relevant experience in hiring for non-tech or IT roles within an agency or as part of an internal team.
- Experience in building and cultivating relationships with clients and advising leaders on talent/hiring.
- Experience in full-cycle recruiting/sourcing.
- Expert knowledge of LinkedIn Recruiter and other sourcing techniques.
- Experience in relationship management with the ability to partner closely with hiring managers.
- Passion for advancing the workforce as it relates to diversity, equity, and inclusion of the organisations, partners, and all stakeholders.
- Fluency in English and immaculate writing skills.

### WHAT WE OFFER

- Possibility to work on a permanent employment contract or as a freelancer depending on your location and preference (possibility to work fully-remote)
- 4 weeks of paid vacation (freelancers too!)
- Flexible working hours and home office
- MultiSport card to access sports facilities (if you're based in Prague)
- Team events and team building sessions
- Yoga classes in the Prague office
- A pet friendly Prague office (we like animals in Berlin, too – there's just not much room)
- A team of world-class people, in an environment where the sharing of knowledge and best practice are a foundational value
- A recruitment team that isn't just focused on call times or KPIs, we're focused on exceptional outcomes for our company



## LOCATION

Berlin or Prague; remote working is possible

## RECRUITMENT PROCESS

Processing time: 3-4 weeks

Hiring Process:

- Screening phone call
- One on one interview with hiring manager/project lead
- Bootcamp (1 day spent with your potential team - we understand it may sound like a lot to ask, but it is worth it)

## SUBMISSION & CONTACT

Please apply via the Creative Dock website: [https://www.welcometothejungle.com/en/companies/creative-dock/jobs/internal-recruiter\\_prague](https://www.welcometothejungle.com/en/companies/creative-dock/jobs/internal-recruiter_prague)

## FIRM PROFILE

[Creative Dock](#) is Europe's largest independent venture builder. We build digital products and companies from idea to scale. We innovate for corporations and help them find new sources of revenue, even changing their business model through digitization and digitalization. As a group we operate in 10 countries and have launched 100+ products and companies throughout Europe. We employ 500+ people across our main offices in Prague, Zurich, and Berlin. In the first half of 2022 the group has expanded to include [Spark Works](#), which focuses on early stage in-house and open innovation; [Rohrbeck Heger](#), with its longstanding expertise in strategy and foresight, and [Founders Lane](#), a Berlin-based corporate venture builder. Together we've built a highly experienced innovation team of around 60 people across Europe.