



DB Engineering & Consulting GmbH

HR Expert Recruiting Active Sourcing (f/m/d)

Job-ID: EC01917
Region: Bucharest, Romania

DB Engineering & Consulting is a part of the **DB group**, a world leading global railway company with an extensive organisation in Germany and projects around the world. Our company offers technically sophisticated and customised infrastructure, mobility and transport solutions. With our sustainable concepts, gained from our experience in project work for decades, we ensure the future success of economic regions, make important contributions to the protection of the environment and help shape the world of the future. We represent **180 years of rail experience** and our infrastructure projects connect continents. We set the standard for transportation and modern mobility.

Support the regional business with the identification and acquisition of non DB E&C senior rail experts for international rail infrastructure, mobility and transport solution bids and projects. Ensure a smooth staffing process in close cooperation with internal and external. Build a sustainable, high quality candidate pool. Establish the image of DB E&C as a preferred employer in the rail industry.

Your tasks:

- Further developing and staffing the team with internal and external resources in accordance with company standards
- Independently representing the Company and projects towards customers, business partners, and service units of DB AG
- Develop innovative recruiting and active sourcing methodology to foster a sustainable rail expert candidate pool
- Increase process efficiency and sustainable recruiting standards by implementing a continuous improvement process
- Further develop the international DB E&C staffing strategy
- Ensure adequate end to end communication with candidates to enhance a positive candidate experience
- Position DB E&C as an employer of choice in business and expert networks
- Support strategic projects to enhance global talent acquisition initiatives
- Solid ability to conduct different types of interviews (structured, competency-based, etc.)
- Identify senior non DB E&C experts
- Manage the entire recruiting process to ensure on time/quality/budget delivery of required experts in close collaboration with internal stakeholders (e.g. Branch Manager, bid manager/project lead, HR Manager, HR Partner)
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
- Source and recruit candidates by using databases, social media etc.
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule



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- Manage the entire application process to provide transparency on the DB E&C recruiting process as part of DB Group policies
- Compile relevant data on recruiting process and status to provide high quality monthly reporting structure based on KPIs
- Provide project-related content to be used on websites (internal and external) and in social media to ensure a positive DB E&C employer image & brand

Your Profile:

- Relevant experience in Human Resources Management, ideally in rail industry
- Solid experience as a Recruiter/Active Sourcer in international teams
- Team player mentality
- High interest and sensitivity in dealing with people
- Excellent communication skills
- Hands on experience with various selection processes (phone interviewing, reference check etc)
- High level of reliability, trustworthiness and sense of confidentiality
- Excellent Romanian and English skills

Start date:

As soon as possible

Location:

Bucharest, Romania

How to apply:

In case you match the profile and are interested in a complex task within the transport sector, we are looking forward to receiving your application through our website https://www.db-engineering-consulting.de/db-ec-en/career_and_training/online_application.html

Please state the reference number (**EC01917**), your earliest possible availability as well as your salary expectations.

Please note that your application will be saved and used in electronic form as a part of the application process for this position.

Thank you for considering DB Engineering & Consulting as prospective employer!