



ASOCIACIÓN SOLIDARISTA DE EMPLEADOS DE PFIZER Y AFINES  
IS LOOKING FOR A

## **REGIONAL RECRUITMENT AND ONBOARDING ASSOCIATE (TEMPORARY POSITION)**

### **ROLE SUMMARY**

This position is a part of HR Shared Services and ensures a seamless end-to-end experience for candidates, Hiring Leaders, and Recruiters by acting as the logistics liaison throughout the recruitment and onboarding processes. This position plays an important role in improving the Candidate and Hiring Manager experience by providing timely issue and transaction resolution support, making sure the employee recruitment and onboarding experience is successful, and identifying opportunities to advance operational effectiveness.

### **QUALIFICATIONS:**

- High School/Secondary Education or Equivalent
- Demonstrates customer orientation and excellent customer service skills
- Strong organization skills, attention to detail and follow through to resolve issues
- 1+ years of professional experience in customer service, multinational companies or similar positions
- Proven written and verbal communication skills; manages internal communications and external/client communications with detailed support and assistance
- Must be a self-starter, independent, pro-active, courageous and self-motivated
- Ability to anticipate needs, prioritize responsibilities, manage multiple priorities with tight timelines, and take initiative
- Perform both as a team player and independent contributor
- Excellent attention to detail to ensure work is thorough and accurate (e.g. keyboarding and proofreading skills)
- Proficiency in MS Word, Excel, PowerPoint, and Outlook are essential
- Advanced verbal & written fluency in English

### **Nice to Have**

- Bachelor's degree or equivalent
- Experience providing administrative support to a team, preferably within Talent Acquisition
- Workday HCM and/or recruiting experience
- Fluency in French

Candidates, please send CV to: [reclutamiento-asepsa@pfizer.com](mailto:reclutamiento-asepsa@pfizer.com) or visit our web site [www.asepsa.com](http://www.asepsa.com) (**empleos**)