



**Electronic Component Distributors**  
Suite 7 & 8 upper level, at the Landmark, Triq I-Iljun, Qormi

## **HR MANAGER ASSISTANT**

Salary: 50 Euro/Month + commission

Working times: Monday to Thursday is 8am to 5pm and Friday is 8am to 3pm

### **COMPANY DESCRIPTION**

ML Components GmbH is an international distributor of electronic components, based in Mainz, Germany. BD Electronics Ltd. is the subsidiary, based in Malta. We provide obsolete technology products globally to manufacturers of various industries: medical, aerospace, military, computer, telecommunications and transportation. We are a rapidly growing company with an energetic and international workforce who operates in a positive, competitive environment.

### **RESPONSIBILITIES**

- Source new candidates
- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Build rapport and understanding with candidates that the company represents
- Assist promoting the company's services to candidates
- Build and maintain Database of candidates
- Conduct interviews using various reliable personnel selection tools/ methods to filter candidates within schedule

### **REQUIREMENTS**

- Studies or experience in Human Resources, Sales, Marketing, or similar
- Good language skills, particularly in English – Additional languages are a bonus
- Good interpersonal skills, a “people person”
- Good manager of time
- A professional manner at all times
- Results driven individual with positive, “can do” attitude