

IT freelance recruiter

We are currently looking for a smart, dynamic, energetic consultant with a passion for IT & recruiting. We would like to meet a person willing to work independently on assigned projects based on B2B commission contract. You will work fully remote using Polish & English on daily base, you will organize your time as you wish. We are not offering you any amazing office with gym or guarded parking spot; we are offering you the **freedom** to work independently from any place you like but with full commitment on delivery. You'll have the freedom and accountability to fill client vacancies by using your knowledge on wide range of sourcing and attraction methods, providing consultancy advice to build fantastic external relationships with candidates and hiring managers. If you are interested to learn more about this challenge, we will be happy to present you in details.

What things we'd like you to take care of:

Your support may include: taking briefs from hiring managers, putting together sourcing/attraction plans, approaching passive candidates/headhunting, screening applications, interviewing, closing offers of employment through to facilitating the onboarding and vetting process. Shortly, it means:

- Manage and lead the full life-cycle recruitment process from planning and sourcing to candidate assessment and offers for open positions across Poland and Europe locations
- Demonstrate understanding of talent needs of hiring managers and job requirements to assess candidate quality, skills, and fit to identify the best candidate for a position.
- Writing job adverts aimed at attracting talents
- Proactively source candidates from a variety of channels
- Screening applications and tracking profiles in recruitment system, candidates' selection, scheduling & conducting interviews, sharing feedbacks about candidates and supporting managers in hiring decision
- Capability of understanding the local market and advising hiring managers and business leaders on strategy and process for each position.
- Drive recruiting initiatives to meet established goals. Improve the candidate and hiring manager experience.
- Establish connections with professional groups, communities and other organizations
- Undertaking market mapping projects.

Super-powers we would like you to bring on board:

- We are thinking about 5 years of experience in independent recruiting of IT specialists.
- Definitely a knowledge of the IT industry, understanding what the IT market in Poland looks like today (and in other CEE countries) including the Business Intelligence industry.
- We will love to meet an IT person with a passion for HR but also opposite is ok for us 😊
- Proactive approach and track record of building effective working relationships with clients and hiring authorities for us is a crucial super-power
- Handled End -to End Recruitment, otherwise for what we are recruiting?
- Willingness to learn and further development, curiosity is a must

- Very good tasks prioritization: we like people able to take decision quickly!
- Good communication and interpersonal skills.
- English & Polish at a minimum level B2.
- Ability to work independently with little supervision.
- Ease of establishing contacts and building partnership relations with candidates

What we offer you:

- Freedom to work any time, from any place, fully remote
- Very high commission for project closing
- Funny colleagues
- No dressing codes
- No parking spaces
- No multisport card
- Unexpected bonuses and presents (we like to make surprises!)

If you are interested, please send your English CV at sandro.guidi@guidiconsulting.pl adding authorization on managing personal data in accordance with current privacy law, using the clause indicated below:

I hereby agree for the processing of my personal data by Guidi Consulting Sandro Guidi based in 32-031 Chorowice, Widokowa 28 street for the purpose of the present and future recruitment process in order to send job offer to my e-mail address given while applying for the position. I acknowledge that I have the right to access and rectify abovementioned personal data by sending an e-mail at kontakt@guidiconsulting.pl from the address to which the consent relates. Submitting personal data is voluntary, but necessary to accomplish the recruitment.).

INFORMATION CLAUSE

If you have ever participated in recruitment processes conducted by our Employment Agency Guidi Consulting Sandro Guidi, 32-031 Chorowice, ul. Widokowa 28, registered in KRAZ under number 13342, or you have ever sent us your CV, we process your personal data provided in the uploaded application.

The administrator of this data, reason and basis for processing and other information required by the RODO can be found in the Privacy Policy at this [link](#).

Your personal data is processed in order to carry out the recruitment processes conducted by our Agency and its Contractors (potential employers) for any position. In particular, personal data is processed in order to:

- conduct and arrange a recruitment interview,
- verify the information indicated in your CV regarding the fulfilment of the conditions for participation in recruitment processes,
- keep a register of persons who have requested to delete their personal data.

At any time, you may withdraw your consent by contacting employer at kontakt@guidiconsulting.pl

Your personal data specified in the Labour Code or in other specific acts (as required by the advertisement) are processed on the basis of legal regulations and their submission is necessary to take part in the recruitment process. We process other personal data (e.g. your image) on the basis of your voluntary consent, which you have given us when sending us your application and their inclusion shall not affect eligibility for the recruitment process.

We may also process your personal data included in your application to determine, pursue, or defend against a claim if the claim relates to our recruitment process. For this purpose, we will process your personal information in accordance with our legitimate interest to determine, pursue, or defend against claims in legal proceedings before the courts or government authorities.

You have the right to access your data, including obtaining copies of them, correcting them, demanding their deletion, limiting their processing, objecting to the processing and transferring the given data (for the processing of which you have consented) to another data controller. You also have the right to lodge a complaint with the General Inspector for the Personal Data Protection (in the future: the President of the Office for the Protection of

Personal Data). Withdrawal of consent shall not affect the lawfulness of processing carried out on the basis of the consent prior to the withdrawal.

We process your personal data in order to conduct recruitment for the position indicated in the advertisement for a period not longer than 365 days from the moment of submitting your CV and when you consented to participate in future recruitment for a period not longer than 2 years from the moment of submitting your CV. In addition, we may retain your personal information for the purpose of establishing, pursuing, or defending against a claim related to the recruitment process for a period of up to 3 years from submitting your CV.

We will pass on your personal data to the potential employer. We do not transfer your personal data outside the European Economic Area. If you have any questions, you can contact us or our Data Protection Officer at kontakt@guidiconsulting.pl

Due to the processing of personal data by Guidi Consulting Sandro Guidi, you have the right to:

- access to your personal data,
- correct these data,
- delete these data,
- restrict the processing of these data,
- transfer of data,
- withdraw of consent at any time.

In order to make one of the above, you can send an e-mail to kontakt@guidiconsulting.pl along with an appropriate statement.

At the same time, we would like to inform you that in the case of proven and justified non-compliance of data processing by Guidi Consulting Sandro Guidi with the Regulation, you have the right to lodge a complaint with the supervisory authority. In case of further questions related to your personal data, please contact kontakt@guidiconsulting.pl.