

Talent Manager/Business Manager



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|  Geneva (switzerland) | FAMILY |
|  A.s.a. p | FUN |
|  Full time job | EXCELLENCE |

TALEO is a global independent management consulting group. With offices in Luxembourg, Amsterdam, Brussels, Geneva and Paris, TALEO provide customers with tailored and innovative solutions. From a strategic approach to the operational implementation of projects and systems, we constantly seek to create value. What makes us special is the combination of a unique blend of industry expertise, best-in-class transformation skills and a unique working culture.

We are currently recruiting a **multi-task financial, accounting & administration position**. This is a great entry level position with opportunities for professional growth and development.

🎯 Your Role ?

After a deep introduction to the company's structure & organization, you will be trained on the financial and the IT environment. your main tasks will be:

- Working in direct collaboration with the different business managers
- Collecting and analyzing the managers' needs
- Writing (if necessary) and publishing the different job offers on our website and on social networks
- Sourcing, hunting and developing a network of specialized consultants using internal data, our local ERP, various job boards and social networks
- Identifying and qualifying potential candidates
- Realizing candidate's « first check » information for business managers (phone call)
- Interviewing about 10 potential consultants per week (real physical interviews in our offices)
- Participating and debriefing to our weekly meeting (Metrics will be set up)
- In charge of various Ad-hoc tasks linked to the company's activities (Community management, Organization of company's event etc)

🎯 Our target ?

Our model focuses on finding the right candidate for the right position. Whether you are fresh out of business school and looking for your first job with a start-up spirit, or with few years of experience looking to redirect your entry level career, this challenge is for you.

🎯 Qualification ?

- You hold /are getting a Bachelor degree in Business, HR or any related studies
- You have strong communication skills (Oral and Written)
- You have an appetite for the financial industry
- You are result oriented, curious and involved



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Interested ?

Send us your resume to gabriel.girot@taleo-consulting.com

