

Masimo International SARL headquartered in Neuchâtel, Switzerland, is part of the fast-growing and award-winning international medical technology and device company Masimo Corporation with operations spanning the globe. We develop, market and sell innovative and noninvasive monitoring technologies that save, extend and improve the lives of people of all ages, in all walks of life. For 30 years, innovation has been and will continue to be our passion.

Talent Acquisition Sourcer/Coordinator

Temporary role, 6 month contract

Summary:

In this critical role, the Talent Acquisition Sourcer/Coordinator will be supporting the Talent Acquisition Team for the EMEA & LATAM regions. You will be responsible for supporting the daily activities of the Talent Acquisition department by providing sourcing and administrative support in order to attract, recruit and retain top talent within our rapidly growing global company.

Duties & Responsibilities:

- Sourcing on professional networks (LinkedIn Recruiter) for a wide array of roles.
- Arrange and coordinate candidate interviews including; scheduling meetings, agenda development, candidate travel arrangements, expense reimbursement and distribution of necessary information to candidates in preparation of interviews.
- Create and update job descriptions, and posting on various job boards.
- Respond to candidate inquiries and providing negative feedbacks as applicable.
- Maintaining database of applicants.
- Creating requisitions and offers on ATS and monitoring hiring cycles.
- Completing new employees' files.
- Contribute to process improvement initiatives.
- Support Talent Acquisition team with interviews for different kind roles.

Minimum & Preferred Qualifications and Experience:

- 1-2 years' experience in HR department or recruitment agency
- Proficiency in sourcing on LinkedIn and professional networks
- Excellent organizational skills and ability to multi-task in a fast paced environment.
- Proven ability to constantly reprioritize workload based upon changing demands.
- Excellent communication skills and interpersonal skills.
- Team player with the ability to work in a complex organization.

- Proficiency on Word, Excel and Outlook.
- Fluent in English and German, French is an asset.

Are you looking for uncommon opportunities with an extraordinary company? We are looking for people who can, do and will make a difference. Are you interested to hear more about this position?

Please send us your full application through Masimo career website.

To learn more about us, please visit: www.masimo.com