

## JOB DESCRIPTION



### TALENT ACQUISITION MANAGER

Location: PARIS  
JULY 2019

**Contact:**

4, rue de la Pierre Levée - 75011 – Paris  
[www.purprojet.com](http://www.purprojet.com)

## PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp certified company with headquarters based in Paris and international offices. With a global team of > 65 persons we operate environmental programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe, and is currently expanding its scope within North America. PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oreal, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at [www.purprojet.com](http://www.purprojet.com).

## ROLE

PUR Projet is seeking an ambitious, creative and engaging, impact driven individual for a role of Talent Acquisition Manager. You will be in charge of planning, developing and implementing a new and productive Talent Acquisition strategy for our company.

## DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	Identify, attract qualified candidates, recruit, onboard and retain the best employees, at global level
INDIVIDUAL RESPONSIBILITIES:	<b>TALENT STRATEGY</b> <ul style="list-style-type: none"><li>- Work closely with our different departments to develop a talent strategy, with KPI's, focus on expertise and knowledge we want to develop to support the company growth.</li><li>- Investigate and determine employee needs,shortlist strategic jobs and anticipate needs</li></ul>
	<b>RECRUITMENT</b> <ul style="list-style-type: none"><li>- Upgrade our recruitment process</li><li>- Source and find candidates qualified for open positions.</li><li>- Perform analysis of our hiring needs</li><li>- Design, plan and execute selection processes</li><li>- Review employment applications and check reports</li><li>- Work in close collaboration with the managers and our HR Admin Manager for the formalisation and compliance of offers.</li><li>- Manage outsourcing contacts when it's relevant to work with them</li><li>- Ensure high satisfaction and efficient recruitment via online tools and technologies</li><li>- Support the team in their capacity to interview candidates themselves</li></ul>

	<p><b>EMPLOYER BRANDING</b></p> <ul style="list-style-type: none"> <li>- Design, plan and execute employer branding activities on the different networks you would have selected</li> </ul>
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<b>TEAM RESPONSIBILITIES:</b>	<p><b>EXTERNAL COMMUNICATION &amp; REPRESENTATION</b></p> <ul style="list-style-type: none"> <li>- Represent PUR Projet publicly online and in events</li> <li>- Support the development of marketing and communication materials related to PUR Projet's People strategy</li> </ul>
	<p><b>SUPPORT INNOVATION</b></p> <ul style="list-style-type: none"> <li>- Work with the international team to continually improve PUR Projet's tools, procedures and communications to offer services to its employees</li> </ul>
	<p><b>CULTURE &amp; COMMUNITY</b></p> <ul style="list-style-type: none"> <li>- Support a healthy, fun and effective work environment as part of the PUR Projet Team;</li> <li>- Participate in internal workshops, seminars &amp; social events to help carry PUR Projet's strong sense of community; &amp;</li> <li>- Demonstrate your individual character within the Company and support others to do the same.</li> </ul>

<b>REPORTING:</b>	The successful Candidate will report to the Chief People Officer.
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## QUALIFICATIONS

<b>EDUCATION:</b>	<p>MA in human resources, business administration or similar relevant field Strong knowledge of Human Resources law is required</p>
<b>EXPERIENCE:</b>	<p>&gt;4 years of experience as TA Manager or similar HR role In-depth knowledge of full-cycle recruiting and employer branding techniques Familiarity with a variety of different selection methods (interviews, assignments, psychological test etc.) Hands on experience with posting jobs on social media and job boards Experience with Sourcing and Recruitment Marketing tools</p>
<b>SKILLS:</b>	<p>An individual who is driven, self-reliant and comfortable working both autonomously and in a team. Great interpersonal and communication skills A sense of ownership of your responsibilities and its impact on the company's success Critical thinker and problem-solving skills Capacity to analyse and optimize Good organisational and time-management skills Candidates must be fluent in French and English. Proficiency in Spanish is seen as a strong asset. Digital Tools: proficient in the use Microsoft Office and Google Drive.</p>

## **CONTRACT**

We are looking for an individual to fulfill a full-time position, starting as soon as possible and being based in our Paris Office

## **RECRUITMENT PROCESS**

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to [marie-amelie.ormieres@purprojet.com](mailto:marie-amelie.ormieres@purprojet.com) with the subject 'TALENT ACQUISITION MANAGER – LAST NAME, FIRST NAME'.

It is kindly requested that all submissions are made by 26th August 2019, although telephone interviews will begin before this time for any short-listed candidates who have submitted their documents early.

All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email within 2 weeks of submission, to request a telephone interview. The final two stages of the recruitment process will be an in-person interview and case study.

Please be prepared to have three references available upon request.