

Talent Acquisition & Development Specialist

IDQ is changing the world, one photon at a time.

For more than twenty years, we have been developing and industrializing the quantum technologies of today and tomorrow for the needs of cutting-edge research and a constantly growing industry.

To complement our Human Resources department and cope with a fast-growing environment, ID Quantique is looking for a **Talent Acquisition & Development Specialist** to join our team based in Geneva Headquarters.

Keys functions and responsibilities:

Recruitment

- ✓ Lead the entire recruitment process of Manufacturing, Engineering, Sales, Marketing, Finance, HR and Administrative profiles.
- ✓ Analyze needs with HR Vice President and functional managers, publish openings and work with partners as appropriate.
- ✓ Source and select candidates, coordinate interviews and interview candidates.
- ✓ Follow-up on applications and answers to candidate
- ✓ Coordinate the administrative tasks of new hires: Onboarding plan, work permit, etc.
- ✓ Support the HR Department with career fair and ad-hoc projects.

Development

- ✓ Analyze development needs with HR Vice President and functional managers
- ✓ Source and select appropriate L&D provider
- ✓ Manage training request and related administrative tasks
- ✓ Insure appropriate follow up and feedback
- ✓ Support the HR Department on Learning & Development projects.

Skills and Qualifications:

- ✓ Bachelor's Degree in Human Resources Management, or similar.
- ✓ At least 3 years' experience in a similar role.
- ✓ Strong interpersonal skills.
- ✓ Strong prioritization, organization, and multi-tasking skills.
- ✓ Excellent written and verbal communication skills.
- ✓ Ability to function in a fast paced and rapidly changing environment.
- ✓ Fluent in English and French, other languages a plus.
- ✓ Available immediately.

Should you be interested by this opportunity, please apply via [JobUp](#)

ID Quantique is an equal opportunity employer and considers qualified applicants for employment without regard to race, colour, creed, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other status protected by law.