



Recruiter for our German Audit Department (m/f)

Planning is offering you new challenges: seize the opportunity to increase your skills, grow and develop yourself.

The role and responsibilities

Working in an international HR team, you are responsible for the recruitment of German speaking Junior Auditors to support the continued growth of our Firm:

- Lead the entire recruitment process for the audit lines of service: handling applications, selecting and interviewing potential candidates, conducting personality assessments as part of the recruitment process and promoting our firm on all levels.
- Actively contribute to the development of our recruitment events as well as to the promotion of KPMG in European Universities/Business Schools.
- Build and maintain close working relationships internally and externally.
- Take part in our communication and branding communication strategy by using the appropriate channels such as social networks, career website.
- Take part in HR projects linked directly or indirectly to the recruitment.

The perfect candidate

- Holds a Master's or Bachelor's degree in Human Resources, Business Administration, Economics or equivalent.
 - Has a previous relevant experience in a similar role.
 - Is German mother tongue level and fluent English.
 - Is proactive and service-oriented with a commercial, results driven background.
 - Has excellent presentation and organizational skills.
- Is a team player and have the ability to communicate effectively on all levels.
- Is willing to travel outside Luxembourg for our recruitment actions (5-20%).
 - Keep audit staff's planning updated in the system – process incoming emails of (un)booking requests on assignments, trainings, holidays, etc....;
 - Act as a strong support for all audit staff by providing them swift and appropriate responses to any queries they might have;
 - Timesheet's check and approval process for audit staff (for trainees to Assistant Managers levels);
 - Be a back-up for the other Planning team members on a case by case basis.

Interested?

If your profile fits the position described above, please contact Maria Comsa. Each application will be treated confidentially and selected regarding our needs and opportunities.

