



## **Business Development Expert in HR consultancy**

Have you ever dreamed of a job, which combines professional business approach in HR consultancy and projects with great social impact?

CATRO Bulgaria might offer you exactly what you are looking for! As part of a leading Austrian consultancy group, we can provide you with the unique opportunity to be part of our team that delivers cutting-edge know-how in Human Resources Management and Development. We not only strive to be outstanding experts in our field, we are extremely devoted to **quality** – quality in communication with our clients, quality in the trainings we deliver, quality in the recruitment process for both clients and candidates, quality in organisational consulting.

We are **committed** to understanding the needs of our clients and provide **tailor-made** solutions addressing their current organisational challenges and business priorities. We are constantly looking for **creative approaches** to solve every challenge along the way through continuous learning, knowledge-sharing and experimenting. This is the only way to move forward and be **one step ahead**. Our **courage** to search for new opportunities beyond standard trodden paths allows us to go beyond the limits of a typical HR consultancy company. We support different socially disadvantaged groups by building a bridge between them and the corporate sector in our CSR projects.

### **Your main duties & responsibilities will be focused on Strategic Business Development:**

- Contribute to and fulfil the business strategy of the company in all 4 major fields: Recruitment, Training, HR consultancy and CSR projects;
- Strengthen the market position of the company by developing and maintaining a pipeline of prospects, incl. market research, meetings and company presentation;
- Expand the existing portfolio of clients by identifying new development opportunities and attending relevant corporate events for attraction of new clients;
- Develop and maintain trustful and long-lasting professional relationships with new and existing clients;
- Develop a network of clients for new products and services offered by CATRO;
- Strengthen and expand CATRO's social media image and presence.

### **and include also willingness to explore the essence of our HR consultancy work:**

- Support the team in the recruitment projects with identification and analysis of the clients' needs, database research, preselection and interviewing of candidates;
- Present the company brand and services at job fairs and other relevant events in order to attract high-qualified candidates for the CATRO international database;
- Participate in training preparation activities, such as brainstorming, research, programme and training materials development;
- Assist the team in the implementation of the CSR projects with promotional and dissemination activities.

### **What would we expect from you as a professional background?**

- Graduate in the past 3-5 years with Bachelor/Master's degree (whereas Management, Human Resource Management, Psychology, and/or Marketing will be considered as an advantage);
- Sound track record in Business Development in international SME and/or start-up would convince us in your results-driven approach;
- If you bring some previous experience in the HR field would be great, but what we mostly appreciate is your desire to learn the specifics of WHY and HOW do we do WHAT we do;



- Fluency in English (both oral and written) is a must as we deal mostly with international companies and participate in many European projects with CSR focus;
- Very good computer literacy (Microsoft Office, Excel, PowerPoint);
- German will be considered as an advantage.

**To fit in our dynamic team, you should be able to convince us in your:**

- Strong drive for achievements to grow and expand our business;
- Sound interest towards the field of Human Resources and desire to develop in this area;
- Pro-active and initiative-taking personality;
- Strong communication, negotiation and presentation skills;
- Strong ability to understand a client's business, situation, problems and key issues;
- Excellent ability to build and manage relationships with clients, prospects and external partners;
- Ability to see the big picture and take ownership over the process;
- Outstanding planning and prioritising skills and self-organisation;
- Internal drive for personal and professional development;

**What is our Value Proposition for you?**

- We will welcome you in our open knowledge-sharing corporate culture which allows everybody to unfold his/her potential in various fields;
- We will grant you the freedom, autonomy and the trust in your abilities to challenge the status-quo and create new opportunities to expand our business;
- We will let you dive in diverse and challenging HR consultancy projects with national and international companies;
- With us you will have the unique experience to combine business activities with projects with great social impact;
- You will be appreciated and rewarded with motivating salary package with bonus upon achievement of great results;
- Besides that, you will enjoy flexible working time and additional social benefits (incl. additional health insurance, Multisport card, etc.).
- And the most important one: you will be warmly welcomed and accepted in our team of great professionals who do believe that **Changing the world starts with changing ourselves first!**

If you feel that our mission inspires you the way it drives us forward, feel free to share with us your **resume in English** and a **short motivation pitch**, outlining why you are the best fit for our team and the position at [sofia@catro.com](mailto:sofia@catro.com). Please quote the Reference number for this position – **BDE 333 CATRO**.

All information provided will be treated in the strictest confidentiality.