For our client, a global leader in the FMCG sector, we are looking for a Talent Acquisition Coordinator for a temporary employment contract until the end of the year. This role is based within the Global Business Services (GBS) center in Kraków. You will be responsible for arranging interviews and building strong relationships with Recruiters, Hiring Managers and Candidates, guiding them through the entire recruitment process.

Talent Acquisition Coordinator

Nr ref.: 216/8/2026/YI/270080/jobs.pl Kraków (małopolskie)

What you can expect from us?

- Hybrid Work Model: 1 day per week in the office,
- A fixed-term contract the end of the year with the possibility of extension,
- Modern Office Space: A spacious, state-of-the-art office located in a prestigious area of Kraków,
- Professional Growth: Extensive opportunities for career advancement and upskilling within the structures of a well-established, global corporation,
- Attractive Benefits: Full access to the myBenefit platform (cafeteria system, MultiSport card, cinema tickets, and more),
- Work Culture: A truly international environment built on collaboration, diversity, and mutual support.

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- **Recruitment Process Coordination:** Managing and scheduling interviews efficiently across various stages,
- **Stakeholder Engagement:** Building strong relationships with Recruiters, Hiring Managers, and Candidates, guiding them seamlessly through the recruitment lifecycle,
- **HR Ops Support:** Assisting the HR Operations team with administrative tasks and operational workflows,
- **Process Optimization:** Continuously identifying opportunities to improve process efficiency with high attention to detail,
- **Priority Management:** Prioritizing tasks and making confident decisions to support business needs in a high-volume environment.

What we expect from you?

- Exceptional written and verbal communication skills; ability to interact confidently with diverse stakeholders,
- Fluent in English (both written and spoken),
- Outstanding organizational skills, strong attention to detail, and the ability to work quickly without sacrificing quality,
- Proficiency in Microsoft tools: Windows, Outlook, Word, Excel, PowerPoint, SharePoint, and OneDrive,
- Highly motivated, reliable, proactive, and a strong self-starter,

- Fast learner with a eagerness to continuously acquire new skills,
- Enthusiastic team player who thrives in a fast-paced setting.