



SUSTAINCERT
KNOW YOUR IMPACT

JOB DESCRIPTION

TALENT ACQUISITION LEAD

May, 2022



The Talent Acquisition Lead will be responsible for the whole process of recruitment from the design of the job description to the onboarding. He/she will be responsible to support the hiring manager with all the tools and methodologies able to insure the best professional selection process (Candidate Experience)
Come join our team of mission-driven individuals with big ideas, tireless optimism and the belief that our work can change the world.

1. ABOUT SUSTAINCERT

At SustainCERT, we help quantify and report on the social and environmental impacts from a wide range of sustainability interventions. Our role is to provide robust evidence of progress towards our collective sustainability goals and ensure climate pledges bring real, meaningful impact on the ground.

We deploy technology to create the next-generation of impact accounting and improve the way carbon emissions are measured, reported and verified: More simplicity, more affordability, more efficiency and always the best level of accuracy and credibility.

We are on a mission to mainstream best-practice for the benefit of all – businesses, people and the planet.

2. ABOUT THE POSITION

Reporting to the Head of Talents , the Talent Acquisition Lead will serve as the key technical expert for the recruitment process. He/she will be the resource person able to support the hiring managers in the process of selection and onboarding of their employees.

SustainCERT is incorporated in Luxembourg, but this position is ideally located in Amsterdam.

3. PRIMARY RESPONSIBILITIES AND TASKS

Manage all recruitment processes including:

- Participate to the Job Descriptions design
- Publish the Job Descriptions on the relevant jobboards and our website
- Screen and save the relevant applications
- Manage the pre-screening interview (if requested)
- Screen of shortlisted candidates
- Involvement of relevant colleagues in the process (interviews)
- Reporting to hiring manager on progress and dashboard update
- Involvement of recruitment agencies if necessary
- Organisation of the interview sessions
- Onboarding process of new colleagues

4. QUALIFICATIONS

Minimum required Skill Sets

- A bachelor's degree in human resources.
- The ability to advise on how to conduct different types of interviews.
- A very good knowledge in sourcing and recruitment platforms and jobboards.
- Experience with recruitment processes and databases.
- The ability to participate to the design and implementation of recruiting strategies.
- Excellent communication skills.
- Good interpersonal skills.



- Good decision-making skills.
- A working knowledge of employment law and legislation (EU-USA-India)
- Experience in recruitment analytics and Applicant Tracking Systems will be appreciated.

Languages

- Fluent in English and Dutch (written and oral)
- SustainCERT professional work is conducted in English.

4. RECRUITMENT AND TIME LINE

Applications can be sent to recruitment@sustain-cert.com, the position will remain open until a suitable candidate is found. Candidates selected for a first round interview will be notified by email. Please note that we will not notify you directly if you are not selected for an interview.