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## About the company

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Qplox is a fast-growing company offering test and automation engineering. Headquartered in Leuven, with offices in Barcelona and Eindhoven.

Our clients are major multinational enterprises and local companies from automotive, semiconductors, RF, consumer electronics.... Our Test automation group offers a one stop shop for design of automated test benches, system integration production, lab automation and data acquisition systems, with a growing focus in IoT sensor networks.

Our consultancy department offers services in RF, semiconductors and electronics design and test, as well as on the crossing roads of Nanotechnology, Bio-Science Engineering and Biotechnology.

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## Job Description

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- Manage full life cycle of multiple candidate journey, from sourcing request to the 1st day of the idea candidate and every step in between, i.e. job description review, candidate source, interviews schedule, and all the administrations involved.
- Manage talent acquisition sourcing channels, including headhunting suppliers, and other internal sourcing channels.
- Regularly review and summarize the recruitment situation of the department.
- Regularly collect senior internal talents' mobility data, and interact with HQ HR experts.
- Assist HRBP/HRD to solve ad hoc HR related issues.

Location: Leuven

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## Candidate Description

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- At least Bachelor's degree is required.
- Human Resources Management graduate is preferred.
- 3+ years of work experience with HR or recruitment related field is preferred.
- Good understanding of human resource tools.
- Leading one function of HR and success implementation of HR solution is preferred.
- Proficient in using Word, Excel, PPT.
- Good understanding both European and Chinese Culture.
- Fluent in English is a must, **fluent in Mandarin is preferred.**
- Details and result oriented, problem solving, teamwork, excellent communication skills.

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## We offer

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An attractive salary package with extra benefits. A high tech, multicultural and young ambient. A fast track in a growing company. Formation in multidisciplinary environment plenty of learning opportunities.

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## Contact

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Send your CV and application letter to [jobs@qplox.com](mailto:jobs@qplox.com) with the subject "**HR & Recruitment Specialist**".

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