



## International Recruitment Consultant

### About us: Global Tunnelling Experts (Danmark) ApS

Global Tunnelling Experts is an international recruitment company with offices in 8 countries. We specialize in recruiting reliable and competent workforce for tunnel construction projects worldwide. We are a leading company globally, and our employees are often preferred by professional tunnel contractors.

### Job description

We are looking for a full-time International Staffing Consultant to work on personnel recruitment for tunnel construction. The position may occasionally include tasks that are normally performed by a Commercial Manager. If you have skills in accounting, contract drafting, salary negotiation, and knowledge of commercial procedures - also in an international context, that would be a plus! Your tasks will include:

- Recruiting and developing personnel and negotiating salaries.
- Project coordination across our international departments.
- Handling paperwork related to recruitment and ensuring compliance with other countries' rules and regulations.
- Updating personnel database.
- Being a contact person for our customers who are tunnel contractors and building/maintaining good relations.
- Proposing personnel to customers, either on request or on your own initiative.
- Being proactive in finding new customers and supporting and servicing existing ones.
- Strategic planning of customer tasks to ensure work continuity.
- Problem- and event handling.

### Our expectations for your professional and personal qualifications

As we work with many different nationalities, it is important that you have good intercultural skills, meaning that you are open to other nationalities and their way of working.

You must be diplomatic, have good communication skills and takes pride in leaving a good, personal impression. You are able to speak, write and understand Danish and English. If you know other languages, it is a plus, but not a requirement.

You must have good leadership- and negotiation skills, be able to use Excel, Word and have general IT understanding.

You are flexible, eager to learn, stable, and able to handle situations when things occasionally move quickly. It is also important that you can work independently.

It is important that your personality fits with ours, so your background is not of big importance. However, you could have experience from the recruitment or craftsman industry, or maybe a bachelor's degree in business administration or equivalent education.

### Workplace, colleagues and tone

You will work at our office in Denmark on a daily basis: Gulagervej 3, 4173 Fjenneslev. There may be travel days to our other country offices. At the office, we have three employees in addition to our Managing Director. We also have an office dog, Teo, so you must be able to tolerate animals.

**Application deadline:** No later than May 14th, 2023. Job interviews are expected to take place in late May.

**Start date:** As soon as possible

**Contact information:** Managing Director Claus Nielsen, phone: +45 4030 5991. Questions are welcome.

Application with CV should be sent to: [nielsen.claus@global-tunnelling-experts.com](mailto:nielsen.claus@global-tunnelling-experts.com)