

Aston Life Sciences is the proud leading company in Consulting, Recruitment and Executive Search for the Pharmaceutical, Biotechnology, Medical Devices and Diagnostics industry. Based in Switzerland we serve Eastern and Western Europe, North America and Russia. Life Sciences is our passion and we are committed to successfully support our clients in their quest to improve patient's health all around the world.

To sustain our growth in Life Sciences industry in Switzerland, we are looking for a

Life Sciences Recruitment Resourcer

Your role:

As a Recruitment Resourcer, you will actively support the Business Managers and Recruitment Consultants in identifying and initiating contact with potential candidates, based on our client's needs, in the Life Sciences Industry

Your tasks:

- Understanding Life Sciences business' recruitment needs in order to head hunt, review resumes and credentials for appropriate skills, experience and knowledge in relation to position requirements
- Recruit passive and active candidates from our CRM, job boards, our internal applicant tracking system, the internet, social media, target companies, cold calling and networking groups
- Conduct initial phone interviews to engage and qualify candidates
- Schedule phone, Skype and in-person interviews as necessary
- Track candidates through the interview process: follow-up after interviews, gaining candidate's loyalty, maintaining a high level of active networking, etc
- Manage the profiles in our database and CRM

Your profile:

- BA/BS degree from a school related to Life Sciences, Pharma, Biotech, Sciences in general or equivalent
- Very good level of English, French and/or German a plus
- Trustworthy person, well organize and dynamic
- Comfortable using MS Office
- Swiss or European nationality

Starting date: 4 December 2017

Location: Lausanne

Level: Junior to Senior

Domain of experience: Sourcing/Talent Acquisition for Life Sciences industries

Category: Aston Back / Front Office

Closing date: 29 March 2018

