ul. Francesco Nullo 8/4 31-543 Krakow
Email: biuro@oirp.krakow.pl, tel. 12 410 84 00

20.05.2022 obowiązuje od

Firma Discover International poszukuje pracownika na stanowisko Compliance Coordinator / Document Controller

THE COMPANY

Discover International was founded in London in 2013 and now has offices in London, Miami, Denver, Mexico City, Eindhoven and Krakow recruiting at every stage of the Life Science process.

At Discover we take pride in our unique mindset whereby we ensure all staff treat their clients' budget and candidates' career as though it was their own. We also prioritise premium and quality work output over sheer volume. These philosophies make Discover unique in the market and allow us to win repeat business (90% of our clients come back) as well as foster a positive team culture.

Our Krakow office was set up in 2020 and currently has 10 staff.

THE ROLE

Compliance Coordinator / Document Controller

You will oversee Compliance for European Business and be responsible for performing administrative tasks to support Discover's daily operations:

- Keeping company's database up to date with signed contracts and contract templates (liaising with Head of Legal)
- Creating a compliance tracker for new placements; updating database with contractor compliance documents and information
- Validating new placements and contract extensions to ensure all information is populated correctly in the system
- Acting as contact point for contractor issues and directs/finding solutions internally
- Onboarding contractors and ensuring each contractor is compliant with 'right to work' requirements
- Supporting the Sales Team by creating documents, spreadsheets, PowerPoint presentations
- Assisting the Operations Manager in daily tasks
- Maintaining company databases
- Dealing with employment-related formalities and onboarding of new employees

LOCATION

Kraków, ul. Wadowicka 7 (Imperial Business Center)

THE OPPORTUNITY

- To work for a premium recruitment agency that prioritises quality of service to candidates and clients
- To be given a comprehensive training programme and ongoing support
- To work for an international company, collaborating with colleagues in the UK and USA
- To be part of a diverse, inclusive, and energetic team with combined years of experience and knowledge for you to learn from
- To support the growth of the company at its turning point

REQUIRED SKILLS

- Experience in an administrative role
- Excellent organizational skills
- Written and verbal communication skills

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- English language (B2 at least, written and spoken)
- Strong computer proficiency
- Detail and solutions-oriented
- Proactive qualities with the willingness to learn

BENEFITS AND PERKS

- Unprecedented opportunity for professional development
- Private medical care and MultiSport card
- Modern office space with cool facilities
- Annual incentive trips, Lunch Club, integration trips to finest destinations in Poland and abroad
- Integration events, team meals in top restaurants in Krakow and many more

APPLICATIONS

To apply please send CV to **joanna.jankowska@discoverinternational.com** .