

## **Recruitment manager to Milkywire**

Milkywire is a new digital platform for impact. We are working to bridge the gap between trusted grassroots organizations who are working to save our planet and individuals and companies who care about our world and want real change to protect and restore our planet. We believe the solution lies in digital tools and infrastructure that make charity smarter, more efficient and more engaging.

Milkywire is growing rapidly and we are now looking for our next member to join the team as Recruitment manager. The person thrives from team building in a fast paced, agile, startup environment with a purpose driven team. We are looking for a people person who can manage all aspects of HR and who is comfortable and capable of working in both Swedish and English. This is a chance for someone who would like to be part of building an HR organization from scratch.

### **The role:**

- Recruitment
- Manage, develop and implement internal HR systems and technical solutions
- Payroll administration
- Employee on- and offboarding
- Administer employee documentation
- Administer employee policies in relation to legal compliance
- Reports on HR related KPIs
- Event management
- Support employees regarding administrative and HR related issues

### **The profile:**

- A bachelor's degree in a relevant field
- A masters degree is a merit
- 1-3 years work experience in a relevant field
- Fluent verbal and written in both Swedish and English
- Excellent communication skills
- Structured and proactive approach
- Takes full ownership of projects
- Problem solving

### **Next steps**

To apply for the role please email me at [work@milkywire.com](mailto:work@milkywire.com). Please include your CV and a personal letter.

I look forward to your application!

Hanna Boman