

# Junior Talent Manager (m/f/d) 100%

## Talent Manager

📍 Lucerne or Home Office

cybergap is a young Startup Recruitment Agency in the area of Data Science. This is an exciting opportunity for someone who is passionate about talent development and eager to learn and grow in a fast-paced startup environment. The Junior Talent Manager will work closely with senior talent management to attract, engage, and retain top talent.

### Responsibilities:

- Full recruitment lifecycle, including sourcing candidates, scheduling interviews, and conducting initial screenings
- Collaborate with hiring managers/line managers to understand their talent needs and help develop job descriptions and candidate profiles
- Utilize various recruitment channels, including job boards, social media, and networking events, to attract qualified candidates
- Maintain candidate databases and Applicant Tracking Systems (ATS) to ensure accurate and up-to-date information
- Coordinate candidate interviews and assessments, providing guidance and ensuring a positive candidate experience
- Assist with the development and implementation of talent development programs and initiatives
- Support onboarding and orientation activities for new hires, ensuring a smooth transition into the organization
- Contribute to special projects and initiatives as assigned by senior management

### Qualifications:

- Apprenticeship/Bachelor's degree in Human Resources, Business Administration, Psychology, or related field
- Strong organizational skills with the ability to manage multiple tasks and prioritize deadlines effectively
- Excellent communication skills, both verbal and written
- Proactive and eager to learn with a growth mindset
- Proficiency in Microsoft Office Suite and familiarity with Applicant Tracking Systems (ATS) is a plus

### Opportunities:

- Integrity-focused corporate culture with a focus on people and technology
- Mentorship and guidance from experienced talent management
- Help build the startup and opportunity to leadership
- Entrepreneurial learning
- Free space for design and innovation
- State-of-the-art technologies
- Remote work approach

### Contact:

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