HR Coordinator and Event Manager

Company: KoPlac  Duration: Flexible
Commitment: Full-time  Country: Czech Republic
Compensation: No financial compensation  City: Brno

Do you like event organisation and people management? Or you are proactive?
If yes, you are right person for our co-working space. Come to KoPlac and help us to build our brand. You will enjoy a highly collaborative environment and have many opportunities to learn and share knowledge with other colleagues, developers and our business partners.

What will you do:

- Recruit new interns and other HR activities
- Coordinate communication with candidates and scheduling job interviews
- Activities related to community management
- Manage co-working environment
- Organize events for entrepreneurs, employees and public
- Promote co-working space on Facebook and other social networks
- Design and implementation of marketing campaigns and strategies

How to apply:

- Fulfil on-line application [http://bit.ly/2vc0ZB3](http://bit.ly/2vc0ZB3) and send your CV to erasmus@koplac.cz.
- Next record a short video about yourself (brief presentation, your hobbies, why you want to come here, and interesting things about you) max. 2 minutes. You can use: [http://www.edisk.cz/en](http://www.edisk.cz/en), to share a video use Dropbox or Youtube. You can make a video with a phone or computer. After that, add the link with video to the on-line application.

If you have any question, do not hesitate to contact us. We will be pleased to help you.

Thank you.