

Head of People and Culture

ISTANBUL, TURKEY / FULL-TIME

A World-Changing Company

At Appsilon Enterprise, we aim to disrupt the status quo in the diamond industry with ethical, sustainable, and affordable diamonds backed by extensive research and development. It's far from easy to create diamonds above the ground, yet we use advanced technologies to mimic the Earth's conditions to form real diamonds in our cutting-edge technology facility. We believe in discovering and developing the talent that is in each one of us. We offer positions that challenge your skills and inspire you to grow. Come and find the potential inside you. Let's grow together! If these types of projects excite you, we'd love for you to join us.

The Role

As the Head of People and Culture at Appsilon Enterprise, you will work closely with our co-founders. You are the one that creates your team members, mainly managing recruitment processes to ensure a positive interview experience for all candidates. We're looking for someone who is smart, resourceful, and who thrives under intense pressure. This position will rely heavily on your superb ability to manage multiple and competing priorities in a hectic environment. You will be part of a team that is responsible for developing, implementing, and executing on a broad recruiting strategy, with an emphasis on efficiency and overall value generation (i.e. hiring awesome people!). On the other side, focusing on the employee branding side and leading the people and culture department's projects.

Core Responsibilities

- Schedule multiple interviews with candidates; coordinate all details of the interviews.
- Manage written and verbal communication with candidates, recruiters, interviewers, and hiring managers throughout the interview process.
- Host candidates during their onsite interviews.
- Manage candidate records through our Applicant Tracking System (ATS).
- Create and run weekly tracking reports as necessary using the ATS.
- Take on an array of special projects that advance the mission of Recruiting Team.

What We Value

- Strongly preferred: 3-4 years of relevant experience, i.e. high volume scheduling or calendar management.
- Impeccable organisational skills and attention to detail.
- Strong time management and multi-tasking ability.
- High level of professionalism, and discretion.
- Strong verbal and written communication skills.
- Ability to effectively collaborate and support team outcomes.
- Proactive, thoughtful approach to problem solving.
- Strong work ethic and willingness to take ownership for wide-ranging responsibilities.

Please send your resume with your cover letter to gokay@appsilonenterprise.com