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majavuceticivkovic (LinkedIn)

Top Skills

Assessment Center

HR Consulting

360 Feedback

Maja Vučetić Ivković

Senior Personnel Affairs Coordinator at ReversingLabs
Croatia

Summary

It's all about supporting and managing the organisation's people and associated processes.

Recently joined RL to be a part of a growing organization and a great company culture, all while surrounded by positive people.

My goal is to support our culture and people within it, and help them grow both professionally and personally.

Experience

ReversingLabs

Senior Personnel Affairs Coordinator

February 2018 - Present

Zagreb

- Monitoring the quality of the implemented HR measures and all accompanying administration and reporting
- Implementing marketing strategies to attract applicants; placing job advertisements, contacting recruiters, using newsgroups and job sites
- Filling all the existing job openings in various departments of the company
- Working closely with the management and other team members to make sure that the job requirements and expectations are perfectly understood and translated into the job description
- Creating proper and accurate job descriptions
- Making sure that all the candidates are being assessed according to the right criteria
- Determining candidate's qualifications by interviewing applicants, analyzing the responses, and comparing the qualifications to the job requirements

HILL International Croatia

Managing Consultant

1997 - 2018 (22 years)

- Managing search and selection projects in different industries
- Defining job profiles and search criteria's in relation to job profile
- Sourcing and conducting of interviews

- HILL Competence Analysis evaluations
- Conducting of Management Audit projects – identification and assessment of management potentials
- Conducting of outplacement projects

Education

University of Zagreb

Psychology