



## HR Coordinator and Event Manager

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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> and send your CV to [erasmus@koplac.cz](mailto: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>, 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.*