BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

The Budapest University of Technology and Economics (BME) is one of Hungary's leading institutions of higher education and scientific research, where centuries of tradition meet continuous innovation. Across its eight faculties, the University educates more than 20,000 Hungarian and international students. Since 2025, BME has been operating under a new governance structure as a private university.

The University's Directorate of Human Resources is currently seeking a new colleague for the position of

Recruiter
(2026/225)

Responsibilities:

We are looking for a new team member to join our HR team and support end-to-end recruitment and selection activities for the Rector's Cabinet and its related organizational units, including the recruitment of professionals for a diverse range of positions, some of which involve specialized or targeted searches.

Examples of positions to be recruited for include, but are not limited to: Research and Development Director, Scientific Director, Higher Education Rankings Expert, Higher Education Specialist, International Education Officer, Psychologist, Equal Opportunities Coordinator, Communications Specialist, Academic Affairs Administrator, Library Editor, Legal Counsel.

Tasks:

- Full coordination of recruitment processes
- Writing and publishing job advertisements
- Conducting candidate pre-screenings
- Organizing and conducting interviews
- Maintaining communication with candidates throughout the selection process
- Liaising with recruitment-related service providers
- Preparing and sending job offers
- Conducting probation review meetings and exit interviews
- Administration related to new hires

Requirements:

- Higher education degree in a relevant field
- Minimum 3-4 years of relevant professional experience in recruitment
- Confident English language skills, both written and spoken
- Confident user of MS office applications

Expected Competencies:

- Reliable, fast, and precise work ethic
- Confident verbal and written communication skills
- Proactive attitude and strong problem-solving skills

Advantages:

- Experience with ATS systems
- Experience in an international environment

What We Offer:

- Cafeteria benefits provided on a SZÉP card
- Discounted memberships at the BME Sports Center
- Individually funded discounted AYCM membership
- Discounted parking opportunities on the BME campus
- Discounts at the SZKÉNÉ Theatre
- 5 extra days off per year, in addition to regular annual leave
- 1 day home office per week (after the probationary period)

Place of Work: BME headquarters and other University locations

Application:
Please send your application to **karrier@bme.hu** together with the documents listed below.
Please indicate the reference number shown next to the position title.

Required documents:

- Professional CV
- Motivation letter
- Certificate of good conduct (required upon entry)
- Declaration of consent regarding the processing of personal data related to the application

Salary Information: Compensation is determined on an individual basis, considering the applicant's qualifications, professional experience, and the level of responsibility associated with the position.