

# Viktoriya Indyushkina

IT Recruitment Manager at Spice IT - the international IT Recruitment Agency.

[hh.ru/employer/vacancies](http://hh.ru/employer/vacancies)

## Местоположение

Проживание: Россия, Москва

## Возраст и стаж

Стаж: 6 лет и 1 месяц

Возраст: 28 лет



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## Профессиональные навыки

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Подбор IT-специалистов • Рекрутмент • Поиск талантов • Подбор команды

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## Опыт работы

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Январь 2015 –  
По наст. время

### Spice IT Recruitment

IT Recruitment Manager / Talent Acquisition

Россия, Москва

#### Обязанности и достижения

- Full cycle of IT recruitment and selection process.
- At least 10-12 active projects at the same time, working with international clients.
- Searching for suitable candidates using different sources: internal data base, headhunting, social networks, recommendations, different professional media:(forums + blogs: vk, facebook, linkedin, my circle, viadeo, github, stackoverflow, Habrahabr etc.)
- Carrying out interviews with candidates.
- Fulfilling function of KAM (client's needs analysis, interviews organization, AR).
- Participation in industry events, etc.

Май 2012 –  
Январь 2015

### Step Logic

IT & HR Manager

Россия, Москва

#### Обязанности и достижения

As an HR Manager I was responsible for several directions:  
Recruitment and Adaptation:

- Full cycle recruiting: active search and selection of staff (at all levels from 7 to 15 positions simultaneously in Moscow and in the regions) + massive selection.
- Types and level of positions: IT Positions (Software Developers, Mobile Developers, Testing Engineers, Automation Testers, Analysts, IT Managers etc.)
- Searching for suitable candidates using different sources: internal data base, headhunting, social networks, recommendations, different professional forums and media in general.
- Conducting interviews, assessment of key skills and competencies of candidates and the responsibility for making hiring decisions.
- Coordination of the candidate at all steps of the selection, preparation

of job offers, support of employees in the period of adaptation.  
- Responsible for adaptation new employees.  
HR brand:  
- Design and update on regular basis Welcome training for the new employees.  
- Taking part in organization of corporate events and celebrations.  
- Regularly posting news and announcements for internal use (in corporate portal).  
Analytics:  
- Labour Market Research (ongoing collection of statistical data, competitor tracking).  
- Preparation of weekly reporting in all areas of HR etc

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## Высшее образование

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Июнь 2007 –  
Июнь 2012

**Российский государственный социальный университет;  
МГСУ; РСПИ ЦК; ВПШ**

Гуманитарный  
Россия, Москва

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## О себе

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My company Spice IT is experiential recruitment and consulting agency that helps companies to find, hire and manage IT people. Our main goal is to help your HR department to carry out the most effective recruitment, or completely take over the HR functions in your company.

Spice IT services cover:

- Classic recruitment with a single or monthly payment.
- Free recruitment.- Recruitment of remote teams.
- Interview Guide Book.
- Assessment Tools.
- Cooperation with universities.
- International recruitment of specialists from Russia and CIS countries, as well as local professionals.
- The opening of the centers of development for foreign companies in Russia.
- IT outstaffing.

Feel free to connect me at [vindyushkina@spice-agency.ru](mailto:vindyushkina@spice-agency.ru)

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«Мой Круг» – вакансии для IT-специалистов