

JUNIOR RECRUITMENT SPECIALIST-INTERNSHIP

If you are interested in **Recruitment** and **Business Development** and you would like to pursue your career in this field, this is the right opportunity. You would have a big chance of development in a new and young company with international team members.

WiPjobs is a Multilingual Specialist Recruitment Agency that mainly operates in Poland and Czech Republic, for 30 different languages in the areas of sales, recruitment, finance, accounting, banking, procurement, customer service and marketing. Our key factors are the flexibility of time and location, in fact we work on-line and thanks to our network, we find the right candidates for our clients around Europe.

Job Description:

- Candidates and partners sourcing online.
- Candidate pre-qualification (CV screening Skype/phone screening interviews).
- Candidate application management.
- Building strong positive relations with candidates.
- Promoting brand on the market.
- Supporting recruitment activities for other countries.
- Social Networks management. Web content editing translations.
- Updating internal database.
- Weekly ONLINE meetings with the team. Monthly LIVE meetings.

Requirements:

- Duration minimum 3 months.
- Fluent **English**, additional language will be an asset.
- Good knowledge of social networks (LinkedIn, GoldenLine, Facebook, Xing, etc).
- Flexibility, with an ability to adapt to changing schedule of tasks.
- Strong interpersonal skills and proactive approach.
- Strong motivation for development in recruitment area.
- Good knowledge of MS Office.

Benefits:

- Minimum 3 months, + 3 months.
- Working ONLINE / home office. You choose your working shifts.
- Bonus according with performance and targets (up to 600€ per candidate hired).
- Opportunity of personal development in a multinational environment.

How to apply: please send an email to unipartnerships@wipjobs.com including:

- Updated CV in English.
- A motivation letter for this traineeship (not a standard one, please).
- Availability details (starting date/months of duration).
- Indicate the possession of a grant (Erasmus+ or others).