



## HR & RECRUITMENT INTERNSHIP

REF. No. 1060

### About us

We are a technical recruitment company headquartered in London supplying contract and permanent technical and professional staff to our clients within the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine sectors. VHR currently employs 70 members of staff across its offices in London, Manchester and Abu Dhabi generate a turnover of over £35M annually. The Company's medium-term aim is to grow to 100+ people and £40M+ turnover within the next 2-3 years.

### Number of employees

70

### Tasks

- Sourcing and qualifying global candidates for internal recruitment
- Set up telephone, Skype and Face-to-Face Interviews
- Communicate with global candidates via telephone and email
- Support with organising and hosting biannual events
- Keep records and create meeting minutes
- Support tasks pertaining to employee relations & internal communications
- Maintain intern files and the HR filing system
- Support the day-to-day efficient operation of the HR office

### Skills needed

- The right applicant will be an experienced user of Microsoft Excel, Office & Word
- They will be hard working, quick learning and able to work accurately and to deadlines
- They will be self-motivated, highly organised and attentive
- Demonstrates a good level of English spelling and grammar
- They will be able to analyse hundreds of CVs and from those CVs be able to match ideal candidates to range of job descriptions.

# PRAKTIKUM IN LONDON



## Duration of the internship

3 – 6 months

## Office languages

English

## Location

London

## Financial support

£10 travel and lunch expenses per day