



RECRUITMENT/HEADHUNTING INTERNSHIP

REF. NO. XXX

About us

We are a specialist recruitment consultancy focussing on senior IT professionals within the European market.

We are offering an internship position for an ambitious and highly motivated student or graduate to join our dynamic team in **London**.

If you thrive in a fast-paced and challenging environment, this is the place for you! The successful candidate will play a vital role in expanding our coverage of the German market helping us to acquire new candidates and ensuring they receive a first-class recruitment service.

Number of employees

20

Tasks

- **Management Reporting**
Creating and maintaining reports
- **Administrative Tasks**
Weekly updates of key performance indicators for the business management reports, organising team events and arranging internal competitions
- **Client/Jobs Management**
Online research for possible new clients and vacancies
- **Candidate Management**
Contacting and qualifying candidates through online platforms, preparation of CVs
- **Online Marketing and Social Media /Digital and Media Design**
Support marketing by designing and creating updates for our website and social media platforms

Skills needed

- Eager to learn and develop in a dynamic environment
- Enthusiastic and ambitious, a strong desire to succeed
- Professional approach to business
- Able to prioritise tasks and manage time efficiently
- Fluency in German (written and spoken), intermediate English required
- Experiences with digital and media Design are a plus

PRAKTIKUM IN LONDON



Skills to be acquired

- Insight in Recruitment
- Efficient Research for clients, candidates and jobs
- Qualifying candidates
- Time management
- Working independently

Duration of the internship

6 months

Office languages

English, German

Location

London

Financial support

80 Pounds per week

Office hours

Monday – Friday 09.00 – 18.00, 1 hours lunch break