



HR & Recruitment Internship

REF. NO. 1060

About us

Established in 2003 and now in its 13th year of successful trading, the company has offices in London, Manchester and Abu Dhabi, which service a rapidly growing mix of national and international clients across the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine industries. With a turnover approaching £25M and a multi-national workforce of 60 staff, the company is looking for an enthusiastic, striving intern to join their Marine team. 2015 has been a very successful year for the company, with new sectors and clients growing permanently. With a brand new office right by the Thames riverside and numerous international events planned, 2016 is a record year for the ever growing team with many more exciting opportunities to come.

Number of employees

60

Tasks

- Assisting with the sourcing and qualifying of global candidates for the internship programme
- Set up telephone, Skype and Face-to-Face Interviews
- Communicate with global candidates via telephone and email
- Keep records and create meeting minutes
- Support tasks pertaining to employee relations & internal communications
- Maintain and update filing systems
- Support the day-to-day efficient operations of the HR Department
- Creating newsletters and presentations
- Supporting organizational communication

Skills needed

- Studying towards a degree where your course is relevant to the internship
- 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

PRAKTIKUM IN LONDON



deadlines

- They will be self-motivated, highly organised and attentive
- Knowledge about social media advertising is a plus
- Demonstrates a good level of English spelling and grammar
- Knowledge of another European language is a plus

Skills to be acquired

Reporting to your manager this role is a great introduction to Recruiting Strategy with the opportunity to gain experience in international sourcing and hiring. You will improve your organisational and time management skills and how to work within a customer led organisation.

Duration of the internship

1 – 3 months

Office languages

English

Location

London

Financial support

£10 per working day for travel and food expenses

Office hours

8 hours