

Junior Recruitment Specialist – Internship at WiPjobs Recruitment

1. General information

Duration: **3 months**

Commitment: **Full-time**

Description:

WiPjobs is a Multilingual Specialist Recruitment Agency, which mainly operates in Poland and Czech Republic. Our key factors are the flexibility of time and location, in fact we can work on-line and thanks to our network, we find the right candidates for our Clients around Europe.

City: **Krakow (Poland)**

Language: **English**

2. Main Tasks:

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

3. Requirements:

- Erasmus Plus or any other grants;
- 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;



4. Benefits:

- possibility of working from remote/online/home office;
- Flexible working time and location;
- Bonus according with performance and targets;
- Opportunity of personal development in a multinational environment.

Compensation: **No financial compensation**

Link: <http://www.wipjobs.com>

5. Additional Information

If you want to apply to our internship offer, please send us:

- the latest version of your CV in English;
- your motivation letter for the traineeship with WiPjobs, not the usual standard one :-)
- communicate your availability details (when you would eventually start and for how many months);
- confirm if you have Erasmus Plus finance support or NOT;
- review carefully WiPjobs website and Facebook page.

The job is mainly about sourcing candidates, interviews and management of all the recruitment process, as well as building relations with external partners, associations and universities. The internship is not paid but is possible to get a bonus on every successful recruitment process. The internship offer is currently valid for every quarter in 2019 and 2020.

Contact: erasmusintern@wipjobs.com