Lead Generation & Talent Acquisition Assistant
Internship (6 months) – Melbourne, Australia

We are looking for a motivated, reliable and pro-active student to join our Talent Acquisition team for a 6-month internship in our office in Melbourne starting in mid-February 2020.

The main area you will be working on is Lead Generation and Recruitment, but you will also have the opportunity to be involved in Business Development and Event Organisation tasks.

- International recruitment
- Fast growing company
- Business Development

Who are we?

About Us Polyglot Group is a leading global boutique consultancy dedicated to helping businesses expand & optimise their operations both locally & across borders.

What You’ll Be Doing

The Lead Generation & Talent Acquisition Assistant is responsible for prospecting, qualifying and generating new sales leads but also supporting the recruitment team on daily tasks (Sourcing, Screening, and HR Administration).

By the end of the internship you will be able to:

1. Lead Generation

   - Successfully identify prospects and potential clients by conducting daily market research.
   - Analyse job boards’ activities.
   - Use social media to identify appropriate decision makers and qualify leads.
   - Create weekly reports on the leads identified, actions taken, meetings organised and next steps to take.
   - Manage reports in a CRM or other Excel files used to monitor activity.
   - Successfully network in a business environment by attending regular networking events organised by partner organisations.
2. Talent Acquisition

- Assist a senior talent acquisition consultant in the international recruitment process from A to Z.
- Acknowledging receipt of applications and screening of candidate profiles.
- Sourcing for specific profiles.
- Attending and conducting job interviews.
- Writing and posting job ads as well as reports on candidates.
- Administrative tasks.

What’s on offer?

- Fast growing company still with a strong family culture
- Opportunity to work on business development and international projects (Europe, Africa, Asia, South America, Australia)
- A chance to evolve in a multicultural, friendly and fun environment with people from all over the world
- Internship allowance ($800 net AUD/month)

Who are we looking for?

- Final year Student in Bachelor/Master Degree in Economics or Business
- Good written and oral English skills (German or any other language is a plus)
- Good knowledge of Social Networks (particularly LinkedIn)
- Customer service: diplomatic, friendly and professional
- Excellent communication skills

If you are interested in getting involved in our growing team and demonstrating your abilities, send your resume and a cover letter via http://bit.ly/InternshipinMelbourne

Your cover letter should explain how you can contribute to the organization and the skills that you believe would be useful for a recruitment consultant.

This is a mentoring internship and the successful candidate must provide an agreement from his/her college/university.

Polyglot Group have other internships available in Talent Acquisition, Human Resources or Marketing either in Australia, Spain, USA, France or South Africa! Do not hesitate to apply from our website.