Talent Acquisition Assistant, Multi-sector Internship (6 months) – Sydney, 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 Head Office in Sydney starting in JUNE 2020.

The main area you will be working on is in Talent Acquisition, focusing in a multi-sector industry field but you will also have the opportunity to be involved in Lead Generation and Event Organisation tasks.

- International recruitment
- Fast growing company
- Lead Generation

Who are we?

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

What will be your responsibilities?

As a Talent Acquisition Assistant, your will assist a senior consultant in the day-to-day running of the business activities:

- Assist 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
- Be involved in Lead Generation
- Identify new potential opportunities

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 **HR, Psychology, 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
- Interest in project management in recruitment, HR, contact and networking
- Autonomy, initiative, persistence
- 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 to** [http://www.thepolyglotgroup.com/job/7092](http://www.thepolyglotgroup.com/job/7092).

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 their college/university.**

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