



## **IT/Digital Recruitment Assistant**

### **Internship (6 months) – Sydney, Australia**

We are looking for a **motivated, reliable and pro-active student** to join our **Recruitment team** for a 6-month internship in our Head Office in Sydney **from mid-December 2018 or beginning of January 2019 the latest.**

The main area you will be working on is **Recruitment**, focusing on **IT/Digital field**, 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?**

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 Recruitment Assistant, you 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 Business Development
- 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 Economics, Business or IT
- Very good written and oral English skills (any other language would be a plus)
- Good knowledge of Social Networks (particularly LinkedIn)
- Customer service: diplomatic, friendly and professional
- Interest in project management in recruitment, 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 via [http://bit.ly/ITDigitalInternship!](http://bit.ly/ITDigitalInternship)**

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 Recruitment, Human Resources or Marketing either in Australia, Spain, USA, France or South Africa! Do not hesitate to apply from our website.