Recruitment/HR Assistant in Construction/Infrastructure
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 the beginning of May 2018.

The main area you will be working on is Recruitment, focusing on Construction and Infrastructure, 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, 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 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 Engineering
- Good written and oral English skills (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, 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/ConstructionInternship](http://bit.ly/ConstructionInternship)!

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.