



6 Month Recruitment & HR Assistant Internship

(ESPHR1506)

The Host Company

European Student Placement Agency Ltd is an internship agency who create **high quality internships for European students in the UK**. We work closely with our host companies to ensure the positions provide students with a great experience, both professional and personal, based on pre-agreed tasks and objectives. The internships typically last for 6 months but some more technical roles are 12 months long to allow clear development and progression for the student.

Role

ESPA have generated an opportunity for someone with an interest in HR, Recruitment and Business Administration, to join our growing team and experience the enjoyment of creating great internships for students from the 33 Erasmus+ countries. The role will involve engagement in all recruitment functions of an international internship business, including client liaison, interviewing & selection as well as the associated business administration duties.

Location

Bath. The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world famous Roman Baths and other attractions bring 4.5Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & festivals throughout the year.

Start date

As soon as possible

Duration

6 months

Languages

English level B2 onwards

Tasks

- Optimise candidate experience from initial contact through to start date. Act as main point of candidate contact at all stages answering appropriate role and process-based queries.
- Screen CVs, contact students, arrange interviews for colleagues with candidates.
- Liaise directly with host companies to determine the right intern attributes needed
- Manage multiple diaries and ensuring all correspondence is managed effectively.
- Updating and maintaining our Applicant Tracking System (A CRM based solution).
- Support the internal training and development programme and aid its delivery
- Other activities that would bring a fulfilling internship in all aspects of this work
- Be a key part of the happy, hard-working ESPA team.

Personal Skills

Essential:

- Be highly organised and have excellent attention to detail.
- Willingness to learn.
- Good communicator, both written and oral.
- Team-working spirit and personality.
- The ability to manage your own time and workload.
- Work to instruction and on own initiative.

Desirable:

- **Previous experience in HR or Recruitment an advantage**
- High level of energy, drive, enthusiasm and commitment.
- Confident on the telephone.

How to apply

STEP 1) Please, register with us at <http://www.espauk.com/students/student-registration/>

STEP 2) Please, log in to your account in <http://www.espauk.com/students/student-application/> and then click on the button **APPLY** next to the vacancy name.