

**Apply here****Start date**

Flexible

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location[Dublin, Ireland](#)

This lively capital city of Ireland with its warm welcome has something for everyone. With its seamless blend of classic visitor sights, excellent social life and the natural playgrounds of [Dublin Bay](#) and the [Dublin Mountains](#) surrounding on all sides, living in this city will be a real adventure and truly fulfilling experience.

Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is fantastic opportunity for an organised and outgoing person, with first class communication skills, to gain practical experience within this expanding organisation. Mentored throughout, you will help support the talent and HR team internationally in the EMEA and emerging markets, to recruit high calibre individuals. This is a great opportunity to showcase your skills and add invaluable experience to your CV.

Tasks

- Partner with recruiters and hiring managers to set up and maintain an exceptional candidate experience
- Help maintain data in the Applicant Tracking System (ATS)
- Help with recruitment branding activities positioning the host as an open and engaged employer
- Assist recruiting with sourcing/Talent mapping efforts
- HR filing, ensuring that records are up to date
- Support the recruiter with ad-hoc recruitment branding projects
- Research and analyse European recruitment conferences for attendance
- Assist with employee on boarding initiatives

Desired Skills

- Highly organised with the ability to prioritise multiple functions and tasks while managing their work time efficiently
- Ability to exercise judgement and discretion with sensitive, confidential information
- Effective written and verbal communication skills
- High-energy, driven, articulate and friendly personality with a customer-service mindset
- Proficiency in MS Office or PC based calendar/meeting applications
- Experience with HRIS, data tracking and/or online applicant tracking systems would be an advantage

The Host Company

The host company is a world leader in the provision of unified cloud Spend Management Solutions for medium and large size enterprises that typically operate on a global scale. The software platform provides greater visibility into and control over how companies spend money achieving significant savings and driving profitability. Since its launch this platform has helped customers globally to bring billions of dollars in cumulative spend under management. Expanding rapidly, this host is seeking talented individuals join them in their success.