

HR ASSISTANT

REF. NO. 655

About us

We are a UK company specialized in web marketing, affiliation and digital content and are looking for an intern for the position of HR Assistant.

Number of employees

20

Tasks

- Prospect of candidates (schools, specialized websites...)
- Broadcasting of job offers
- Management of recruitment agencies
- Pre-selection of CVs
- Organization of interviews and technical tests
- General administrative tasks
- Management of employees (paid and sick leaves, insurance, contract drafting...)
- Internal communication – relay between direction and employees

Skills needed

- Excellent English
- Organizational skills
- Proficient in Excel
- Team Spirit
- Analytical skills
- Another European language would be a plus

Skills to be acquired

- Attention to detail
- Autonomy
- Multitasking

Period

Minimum 6 months

Office languages

Mainly English + French, German, Italian

Location

London (Fulham)

Financial support

£500

Office hours

Monday-Friday 9 am – 6 pm, 1 hour lunch break

Contact

Praktikum in London/ ASB Internship Solutions Ltd.
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