

Internship: Human Resources - Talent Acquisition Intern

About internship

The purpose of the student internship is to provide an opportunity to gain experience in the processes of an HR department, specifically in the recruitment process, and to get familiar with the distinctiveness of HR and recruiting in IT industry.

About role

We are looking for an intern to join our Human Resources department as a Talent Acquisition Specialist. This position is suitable for any aspiring HR professional looking for new challenges and exciting opportunities to advance their knowledge, skills, and career in a great working environment.

Talent Acquisition Specialist is a human resources professional responsible for sourcing candidates, conducting interviews and attending other steps in selection processes, as well as hosting or participating in career/recruitment events.

Talent Acquisition intern responsibilities include:

- Building a positive candidate experience and maintaining relationships with candidates
- Reviewing resumes, scheduling and conducting interviews, assisting in technical assessments
- Researching talent acquisition (TA) trends in the industry, job posting sites, and platforms
- Researching competition benefits, presence on social media and promotional channels
- Sourcing potential candidates through online channels and professional platforms
- Creating candidate reports and updating applicant tracking system
- Providing data analysis of acquired information on a regular basis
- Using appropriate tools to schedule candidate interviews and communication with all parties
- Engagement in various events for attracting talent, such as career fairs
- Working closely with marketing to develop creative ways for addressing TA challenges
- Assisting in HR projects and taking an active role in the development process
- Suggesting new ideas for improving TA activities and other processes
- Creating a presentation of key internship findings and presenting them to senior leadership at the end of the program

We are looking for someone who has:

- Understanding of various communication channels and their unique characteristics
- Fluent knowledge of English, both speaking and writing
- Orientation towards teamwork and collaboration
- Developed organizational skills
- Developed independence and problem-solving skills (initiative to solve problems)
- Understanding of social media and/or is active on social media platforms

And you will get an opportunity to:

- Gain valuable work experience in one of the top IT companies in Novi Sad
- Develop and refine professional skills, such as communication and teamwork skills
- Learn about a career field from the inside
- Gain industry knowledge first hand from an organization and professionals
- Reinforce your own study skills and knowledge of your subject(s)
- Increase your confidence and motivation for further professional development
- Achieve a sense of accomplishment by contributing to an organization
- Enhance your resume and create an advantage over other job or graduate school applicants
- Experience working in a dynamic team made of different categories of communication professionals

To apply:

You can send us an email with CV or link to your LinkedIn account to careers@execom.eu