



## 6 Month HR/Recruitment Coordinator Internship

**ALF1805**

### **PLEASE READ CAREFULLY BEFORE CONTINUING.**

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find 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.

**REQUIREMENTS:** ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university before applying.

**BENEFITS:** ESPA is free for students. Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 600-700€ per month.**

There is no salary over and above the benefits offered, unless specifically stated.

To know more, please visit: [www.espauk.com](http://www.espauk.com)

## The Host Company

This company provides modern software built on open-standards that unlocks the power of business-critical content. With control that IT demands and simplicity that end users love, this company's open source technology enables global organisations to collaborate more effectively across cloud, mobile, hybrid and on-premise environments. Innovating at the intersection of content, collaboration and business process, this organisation manages over seven billion documents for more than 1,800 customers in 212 countries, supporting 11 million users in their daily work.

## Role

As a HR/recruitment coordinator, the successful candidate will ensure a seamless, candidate-friendly hiring process helping to contribute to a positive recruitment experience for each and every candidate. You will be responsible for keeping the process organised and actively maintaining clear lines of communication with our talent leads, hiring managers and candidates. By providing great customer service and smoothly managing all the details, you will contribute to the overall success of the talent acquisition & human resources team.

## Duration

6 months

## Location

Maidenhead is a large affluent town and stunning area in the Royal Borough of Windsor and Maidenhead, in Berkshire, England. It lies south of the River Thames (although at Maidenhead the river runs north-south so the town is in fact on its west bank). Maidenhead is 25.7 miles (41.4 km) west of Charing Cross in London (40 min by train to central London).

# Languages

Fluent in written and spoken English.

# Start date

As soon as possible

# Tasks

AS part of the Human Resources team, you will help to ensure EMEA HR operations run efficiently and smoothly

- Support HR director with general ad hoc administration
- Liaise with HR team to maintain and develop Careers Website which includes, look and feel and ensuring the site is up to date
- Support Talent acquisition specialist with recruitment process including scheduling interviews, organising candidate travel arrangements and reserving conferences rooms
- Create and distribute employment-related correspondence
- Communicate professionally, tactfully and with the utmost diplomacy at all times, treating all candidates with dignity and respect and maintaining a high level of confidentiality at all times
- Reference checking of candidates
- Supporting talent acquisition in the maintenance of the in-house Applicant Tracking System (ATS)
- Collect feedback from hiring managers/recruiters after interview
- Help with recruitment branding activities and positioning the company as an open and engaged employer Social Media & Recruitment Branding
- Be a key contributor to the company's recruitment Twitter, Glassdoor, LinkedIn and Facebook accounts to help brand the organisation as an employer of choice.
- Support Recruiters with ad-hoc Recruitment branding projects.

# Personal Skills

- Experience working with document software, including word processing and spreadsheets
- MS office skills (Outlook, Word, Excel)
- IT literate and ability to learn new systems
- Have excellent communication skills, both written and verbal with an emphasis on tact and diplomacy
- Consistently and positively contribute in a fast-paced environment
- Time management
- Flexible, positive attitude
- Detail-oriented problem solver with a burning desire to contribute to the organisation's reputation and success
- Exceptional interpersonal and customer service skills
- Be an excellent judge character
- Be motivated and results driven
- Have excellent organisational skills
- Ability to multi-task in a fast-paced environment
- Flexible, positive attitude

## How to apply

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

**STEP 2)** Please, send an email to [madeline@espauk.com](mailto:madeline@espauk.com) with the reference code **ALF1805** attaching your CV as a pdf file. A cover letter is always helpful.

## Are you eligible?

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