



Recruitment/HR Assistant in Construction/Infrastructure Internship (6 months) – Sydney, Australia

We are looking for a **motivated, reliable and pro-active student** to join our **Recruitment team** for a 6-month internship in our Head Office in Sydney **from the beginning of May 2018**.

The main area you will be working on is **Recruitment**, focusing on **Construction and Infrastructure**, but you will also have the opportunity to be involved in Business Development and Event Organisation tasks.

- **International recruitment**
- **Fast growing company**
- **Business Development**

Who are we?

Polyglot Group is a leading global boutique consultancy dedicated to helping businesses expand & optimise their operations both locally & across borders.

What will be your responsibilities?

As a Recruitment Assistant, you will assist a senior consultant in the day-to-day running of the business activities:

- Assist in the international recruitment process from A to Z:
 - Acknowledging receipt of applications and screening of candidate profiles
 - Sourcing for specific profiles
 - Attending and conducting job interviews
 - Writing and posting job ads as well as reports on candidates
- Be involved in Business Development
- Identify new potential opportunities

What's on offer?

- Fast growing company still with a strong family culture
- Opportunity to work on business development and international projects (Europe, Africa, Asia, South America, Australia)
- A chance to evolve in a multicultural, friendly and fun environment with people from all over the world
- Internship allowance (\$800 net AUD/month)

Who are we looking for?

- Final year Student in Bachelor/Master Degree in Economics, Business or Engineering
- Good written and oral English skills (any other language is a plus)
- Good knowledge of Social Networks (particularly LinkedIn)
- Customer service: diplomatic, friendly and professional
- Interest in project management in recruitment, contact and networking
- Autonomy, initiative, persistence
- Excellent communication skills

If you are interested in getting involved in our growing team and demonstrating your abilities, **send your resume and a cover letter** via [http://bit.ly/ConstructionInternship!](http://bit.ly/ConstructionInternship)

Your cover letter should explain how you can contribute to the organization and the skills that you believe would be useful for a recruitment consultant.

This is a mentoring internship and the successful candidate must provide an agreement from his/her college/university.

Polyglot Group have other internships available in Recruitment, Human Resources or Marketing either in Australia, Spain, USA, France or South Africa! Do not hesitate to apply from our website.