



ESPA

Talent Acquisition Internship (remote working)

(COUTA2501)

Apply here

Start date

As soon as possible

Duration

6 months

Languages

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

Location

Remote

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 a fantastic opportunity for an organised and outgoing person, with first class communication skills, to gain practical experience within this highly successful organisation specialising in spend management solutions. 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 develop on both a personal and professional basis adding value 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 and talent mapping
- 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 onboarding initiatives

Desired Skills

- Studying for a degree in HR or Business Administration
- Highly organised with the ability to prioritise multiple functions and tasks while managing work time efficiently
- Effective written and verbal communication skills
- High-energy, driven, articulate and friendly personality with a analytical 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 – Audit experience would also be beneficial.

The Host Company

The host company, based in Dublin, Ireland 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 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 to join them in their success.