



6 Month HR Assistant Internship (ALFHR0410)

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 and recent graduates in the UK. We work closely with our host companies to ensure the positions provide the candidates 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: All ESPA's services are **free** for students and alumni. The benefits are:

- 1) Paid Accommodation.
- 2) Paid Utility Bills (electricity, gas, water and council tax) + Internet Access
- 3) Commuter travel to work (accommodation will be found within an acceptable commuting distance from the workplace, if that requires more than a sensible walk then a bus/train ticket will be provided).

This will be sourced and managed on your behalf by ESPA. **These benefits have an approximate value of 700€-1000€ per month (depending on location).**

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

To know more, please visit: 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

The Talent Team works with and is a key part of the wider "People" function of the company. The Talent team is currently 4 strong with 2 based in the UK covering EMEA and 2 more based on the West Coast of the USA. We oversee hiring projects for global sales, marketing, customer success, engineering, product, and technical talent. You will be joining this team for a work experience within the people function specifically gaining experience as part of the Talent team in the Maidenhead office and reporting to EMEA Talent Acquisition Lead.

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).

Duration

6 months

Start date

As soon as possible

Languages

English should be B2 at least.

Tasks

- Administration duties including scheduling interviews, organising candidate's travel arrangements and making sure equipment is available to support Talent acquisition specialist with recruitment process.
- Communicating with candidates, hiring managers, and other stakeholders.
- Delivering a first-rate experience to candidates by hosting the interviews, and making sure candidates get to see the environment and culture
- Updating and maintaining our Applicant Tracking System (SmartRecruiters)
 - Create new jobs in SmartRecruiters as new headcount is added.
 - Screening candidates' applications/CV's.
 - Produce weekly reports on hiring activity and progress.
 - Tagging CV's on SmartRecruiters for future benefit.
 - Sifting through back-logs of "unreviewed" CVs in SmartRecruiters.
- Checking Candidate References and supporting hiring manager.
- Working with tools such as LinkedIn and Facebook to proactively build out a database of prospective Talent relevant to the host company.
- Working in conjunction with Marketing to update and build talent-centric content for sites like Glassdoor and LinkedIn.

Personal Skills

- Personable, curious and passionate about candidate experience.
- A team player who will take guidance and has strong communication skills.
- Takes initiative and always looks for ways to positively impact the business.
- People person, naturally building rapport with internal stakeholders and candidates.
- Contributes with ideas constantly thinking about how we can improve the Talent Team and the experience for candidates.
- Wants to work in the fast paced environment of a growing international business.
- Detail-oriented with the ability to organise rooms, resources, and often-times competing calendars.

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 apply@espauk.com with the reference code **ALFHR0410** attaching your CV as a pdf file. A cover letter is always helpful.

Are you eligible?

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