



Deutsch-Irische
Industrie- und Handelskammer
German-Irish Chamber
of Industry and Commerce

Internship at the Recruitment Department of the German-Irish Chamber of Industry and Commerce

The German-Irish Chamber of Industry and Commerce is a bilateral and bilingual organisation belonging to the international network of German Binational Chamber of Commerce (AHKs) that is represented with more than 120 offices in 80 countries. The German-Irish Chamber of Industry and Commerce is a membership organisation with the aim of representing the interests of their members. In addition the chamber provides innovative and client orientated services under the brand DEinternational and assists companies looking to establish themselves in foreign markets.

Duties as a Recruitment Trainee

- Recruiting and placement of German and English speaking applicants for companies in Ireland and Germany
- Interview candidates and match profiles with job specs
- Align web-presence with open job positions
- Co-ordination and Follow up on interviews
- Maintain HR database
- Correspondence with clients in Ireland and Germany
- Research activities and project work
- Administrative tasks within the Chamber

Requirements

- Pedagogy/Psychology/Business student with good results
- Customer Service attitude
- Economic approach and results driven
- Attention to process optimisation and quality management
- Self-motivated team-player
- Fluent communication skills in German and English language
- Knowledge in HR is an advantage
- Minimum duration of 3-6 months

Applications to

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