



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 part of a global network of German Chambers in 80 countries whose guiding principle is bilateralism. The German-Irish Chamber is a membership organisation and their mission is trade facilitation between Germany and Ireland. Furthermore, the German-Irish Chamber assists companies in their search for new business opportunities and business partners in both countries.

The Recruitment Department of the German-Irish Chamber is currently looking for an intern starting from November 2018.

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
- Maintain social media platforms

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 5 months

Application to:

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