



Working Adventures Worldwide

HR/RECRUITMENT INTERNSHIP

JOB TITLE: Recruitment Intern

REPORTS TO: Director

JOB SUMMARY:

The company provides temporary and permanent staff to a variety of sectors. The intern will be working closely with the Manager looking after the Catering/Hospitality/Industrial sectors. The intern will have the opportunity of learning how a temp desk is run which will include learning interviewing skills and how to generate new business.

RESPONSIBILITIES AND DUTIES

- To gain an overview of how a recruitment agency works
- To gain an overview of how to run a temp desk
- Learn how to successfully source prospective candidates
- Learn how to be competent in interviewing candidates both face to face and on the phone
- Learn how to be competent in making sales calls

PLACEMENT STRUCTURE

Week 1: Overview of the company and how a temp desk is run, answering the phone and dealing with basic enquiries, assisting with scanning, filing, faxing and photocopying

Week 2: Drafting candidates and sourcing candidates

Week 3: Telephone interviews with candidates

Week 4: Shortlisting candidates and face to face interviews with candidates

Week 5: How to check right to work documents and reference checking

Week 6: Sourcing sales leads and sales calls

The remainder of time will be spent consolidating knowledge.