

## Human Resources Management Internship

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Convertize, a digital consulting company based in London, is looking for an Assistant Human Resources Manager in order to face the growth of our company on the European market.

The candidate should:

- Have excellent English skills
- Have a human resources, psychology or business administration background
- Ideally have some experience in recruitment
- Be multitasking and used to a multilingual environment

You will work closely with the HR Director and manage the whole recruitment process as well as take care of daily administrative tasks.

For this, you will be responsible of:

- Managing the recruitment process: design and publishing of jobs descriptions, selection of candidates, interviews, the creation of the offer for the most relevant candidates, integration of the new employees in the company
- Prospect of candidates through various sources (schools, specialised websites, social media such as LinkedIn, etc.)
- Organizing technical tests and interviews
- Developing and handling relationships with recruitment agencies and partnerships with universities
- Provide administrative support to Human Resources department: General administrative tasks relating to candidates and new recruits (leave, absences, health insurance, etc.)
- Create and maintain employee files
- Prepare and process new hire, transfer, and termination notifications/paperwork
- Assist with payroll
- Weekly HR reporting

### **Requirements:**

- Ideally some experience in recruitment in an international environment within a company or recruitment agency, experience in the digital marketing sector preferable
- A solid practice of candidate management
- English at native level, another European language will be helpful (French, German, etc.)
- Personal qualities such as curiosity, agility, tenacity, rigor, the ability to advise and persuade, time management and the capacity of managing several projects at the same time
- Good presentation skills
- Preferably a bachelor's degree in Human Resources, Business Administration or Psychology

**Benefits:**

- Dynamic, fast moving, rapidly growing environment, where we value creativity and innovation, technical excellence and responsibility/ownership
- Free gym access
- Paid internship (£630/month) + possibility to apply for Erasmus support

To submit your CV and cover letter, please email [intern@convertize.com](mailto:intern@convertize.com) (mentioning your training period)

The internship is paid £630/month and we are looking for someone to start in August for six months at least.

The internship could lead to a permanent position for the right candidate.