Auslandspraktikum

Praktikumsplatz-Angebot

für die Bereiche
Wirtschaftswissenschaften, Kulturwissenschaften

Land, Ort: Tschechien, Prag
Einrichtung: GRN Czech Republic
Ansprechpartner: Herr Michael Rainey
Telefon: 00420773685154
Email: internship@grnczech.cz
Webseite: www.grnczech.cz
Start / Dauer: ab sofort / 6 Monate
Beschreibung:

GRN Czech Republic is an executive search and recruitment firm, specializing in Mid to Executive level searches. The GRN Czech team is comprised of highly committed and work dedicated recruitment professionals, who are always delighted to discover new talents for & in the Central and Eastern European job market. Our company is located in the heart of Prague, Czech Republic, just 30 m from the Charles Bridge.

Project Coordinator
Main duties:
- Taking a job order/project secured by one of the consultants.
- Conducting internet or publication research to locate similar companies to the client, or companies that would have similar positions.
- Contacting companies to obtain the name(s) of the person holding a similar position to the open one being searched for.
- Contacting potential candidates to see if they are interested or if they know of someone else they can refer.
- Receiving CV’s and following up with people contacted.
- Potentially conducting first interviews with potential candidates.
- Researching and compiling lists of companies and contact numbers in particular industries for future use.
- Conducting research in accordance with client or project requirements.
- Act as contact person and person to whom CV's are being sent.

Additional duties:
- Sorting through existing CVs, categorizing and reorganizing them, re-contacting good candidates, and imputing candidate information in contact database.
- Contacting old candidates to obtain updated information about their current career interests/direction
- Creation of spreadsheets (e.g. budget outlines, billing forms)
- Creation of marketing materials such as PowerPoint presentations
- Finding other interns, both from abroad as well as through local school programs

If you are interested in an internship with a headhunting firm, feel free to submit your application by sending us your updated CV and cover letter (in Word format). We will get back to you shortly with the next steps of the recruitment process.

We are ready to welcome you to our team at any time in 2013/2014.

Anforderungen:
Qualifications:
- Strong communication skills, both verbal and written – will almost always be dealing with people who’s first language is not English, and who have varying English abilities
- Fluent English, other languages are an asset, particularly Czech, German or other Slavic languages
- Organized and self driven
- Ability to multi-task
- Must be a team player and integrate in groups well.

Stipendium:
Mögliche Förderung über ERASMUS/LEONARDO DA VINCI-Stipendien für Auslandspraktika.