



Human Resources Internship in Ireland!

ID Code: HUMAN1

To Apply: Click the “Apply Now” button on the Ireland Program Page:

<https://www.international-internships.com/?go=ireland>

Simply put the ID Code on the Ireland Options Questionnaire in the online application.

The Opportunity

This role of this Internship is to support the department manager in the end-to-end process of the Contract Services Department hiring process.

This role provides highly ambitious and motivated candidates with the opportunity to become a key part of an established team in fast paced company working in the Pharmaceutical and Biotech sector. Learning outcomes of the internship will include learning new software systems ATS and CRM, exposure to digital marketing and mentoring from a dynamic team of colleagues and management.

The Role

- Updating and managing all candidate and client activity through an Applicant Tracking System and CRM
- Advertise and create push campaigns across multiple platforms to attract new candidates
- Preparing and formatting candidate biographies
- Preparing and sending requests for feedback to clients
- Assist in creating job postings
- Compile weekly metrics
- Marketing
- Liaise closely with our sales and client engagement team
- Create an exceptional candidate experience: every interaction with candidates promotes the Team Horizon brand
- Assist with scheduling candidates for interviews
- Create materials for candidate interviews
- Any other duties assigned by your manager

The Person

- Strong communication skills, both written and oral;
- Demonstrated ability to work on own initiative and as part of a wider team;
- Ability to thrive in a fast paced and dynamic working environment;
- Strong administration skills with strong working knowledge of MS Office packages (Word, Excel and PowerPoint);
- High levels of professionalism and integrity;