

HR Recruiting Intern

Feladatok

HOW YOU WILL MAKE AN IMPACT

- Assist in sourcing/screening resumes and conducting initial phone screenings of potential candidates.
- Support the coordination of interviews and assessments, including scheduling and communicating with candidates.
- Assist in writing and posting job descriptions on various job boards and social media platforms.
- Conduct research on recruitment/trends and best practices to optimize our hiring processes.
- Collaborate with the team to improve recruitment strategies and enhance the candidate experience.
- Participate in recruitment events, career fairs, and other networking opportunities to promote our employer brand.
- Assist in creating and maintaining internship programs and initiatives to attract and retain talent.
- Assist and support all strategic events to help retain employees and improve the organizational environment.

Profilja

WHAT YOU BRING TO THE ROLE

- Currently pursuing a degree in Human Resources, Psychology, Business Administration, or a related field.
- Minimum GPA 2.8 or higher.
- Must be able to work a minimum of 20 hours per week during normal business (Mon-Fri).
- Able to commute to our Fairlawn HQ 3 days/week.
- Strong written and verbal communication skills.
- Detail-oriented with excellent organizational skills.
- Ability to multitask and prioritize tasks effectively.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Proactive and self-motivated with a willingness to learn and take on new challenges.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Flexibility and adaptability to work in a fast-paced environment.
- Strong interpersonal skills.

ADDITIONAL WAYS TO STAND OUT

- Smart Recruiters, SAP experience.
- Recruiting and Social Media Marketing.
- Event planning and Management.

Ajánlatunk



Job ID
REF88498D

Munkaterület
Humán erőforrás

Telephely
Fairlawn

Jogi egység
Veyance Ind. Services, Inc.

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Ready to drive with Continental? Take the first step and fill in the online application.

Rólunk**THE COMPANY**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent, and affordable solutions for vehicles, machines, traffic, and transportation. In 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe, and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?