

The French Chamber is looking for an intern as HR and Recruitment Assistant.

The HR & Recruitment Service is mainly dedicated to member companies of the French Chamber of Commerce in Great Britain whom we have very close relationships with. We are aware of their needs and constraints and our goal is to accompany them in their development and growth in the UK at very competitive fees.

Your mission

You will...

- Collaborate on the elaboration of service's newsletter, sent to 2,500 HR professionals and members
 - Organise one to one consulting sessions with students and professionals to provide CV and career advises
 - Elaborate with the Head of Department monthly and annual reports of the Department's activity
 - Manage recruitment campaigns from meeting with the clients, liaising on terms & conditions and contract, drafting job descriptions, sourcing, candidates interviews, presentations to the clients, and salary negotiations
 - Help draw up plans for future internal recruitment
 - Achieve set financial targets and contribute to the general result of the Chamber
- Business development:
- Maintain and develop partnerships with Schools in France and United Kingdom

Your profile

You have...

- Excellent interpersonal verbal and written communication skills
- A methodical approach to problem identification and solving
- Good sense of humor
- Good IT skills (Excel, Word, PowerPoint)

You are...

- Fluent in French and English to a business level both written and oral
- Highly organised
- Able to manage and keep a database up-to-date
- Able to make professional phone calls
- Autonomous
- Reliable and faithful
- Proactive
- Adaptable
- Reactive and multi tasking

Your salary is 300€ a month.

This is a 6 month-internship.

To apply, please send your CV to recruitment@ccf gb.co.uk with the reference RI01