



Human Resources Intern

Chetcuti Cauchi is a professional services group providing legal services to not only businesses but also private clients worldwide. Our Human Resources team is looking for an organised intern to assist within the recruitment team. We seek individuals who strive to work in a dynamic environment and want to be challenged. To achieve the purpose of the internship the student would be given the opportunity to work independently with a more extensive task; a project, or the like that is of use to the company and for the student's own practice in relating theory to practical work.

You will be responsible for:

As a Human Resources intern you will be the right hand of the *Senior Talent Acquisition Executive*. Consequently, you will be involved within the whole recruitment process. The internship at Chetcuti Cauchi guarantees a unique opportunity by gaining new skills and experience in such a diverse and fast-growing company.

Therefore, the internship will include a mix of different responsibilities as:

- Understanding the company structure and the vacancies
- Posting vacancies on job boards
- Finding new ways to advertise our vacancies
- Pre-screening applications and keeping the contact with the candidates
- Scheduling and coordinating interviews, using Microsoft Outlook
- Participating at interviews, holding Skype interviews
- Assisting in the daily administrative tasks
- Assisting for the preparation of HR KPIs, using Excel sheets
- Supporting to organize company events
- Engaging in projects according to your personal interests and strengths

Requirements:

- Pursuing a Bachelor or Master in one of the following areas: Human Resources, Social Sciences, Business Administration, Psychology
- Self-motivated, organized and detail-oriented
- Excellent command of both written and spoken in English
- To commit a minimum period of 4 -6 months, preferably start in January/February

Why you should join us:

- Opportunity for personal development and learning
- Challenging work in a young, dynamic multi-lingual firm with colleagues from more than 24 nationalities
- New ideas are always encouraged and welcome

Are you interested?

- We are looking forward to welcoming you in our team!
- Please send us your application using our Job Portal and just click `[Apply for this job`](#)