

Human Resources Trainee

Starting from 5 months full time traineeship

Are you an enthusiastic and results-driven person with a big passion for business and people?

Do you want to have a versatile traineeship and gain hands-on experience in a thriving and international scale-up company? **This might be something for you!**

EngineerX is a project sourcing company founded in 2018 with a strong mission ahead. The mission is to provide specialty services to the engineering industries and provide our customers with highly specialized tailor-made engineering solutions for complex projects in their Engineering, R&D, and Production departments.

This traineeship is all about **autonomy, versatility, accountability, responsibility, creativity, and projects** executed in **real life**.

Throughout your internship, you will be intensively coached and trained to become an effective, independent, and strong business professional. The purpose of this internship is that by the end of it, you will have the confidence and knowledge to perform numerous business tasks in an effective way.

Tasks and responsibilities

Start

- Understanding customer needs and translating them into appropriate job descriptions.
- Creating and rewriting Job Descriptions in the recognizable template with a clear focus.
- Place vacancies and monitor the influx of candidates.

Recruitment

- Actively searching through used systems and headhunting suitable profiles.
- Contacting suitable profiles (messages, emails, telephone calls, etc.).
- Proposing vacancies.
- CV screening and registration in CRM and company systems.
- Setting up appointments for interviews.
- Mapping out how candidates experience the selection process and what reasons lead to early withdrawal or not accepting the offer.
- Working on the recruitment itself and thinking of ways to improve the process

Selection

- Conduct candidate interviews
- Summarize interviews and enter notes into CRM and other systems
- Selecting appropriate candidates and preparing all documentation
- Presenting candidates to stakeholders and guiding them through the process.

Contracting

- Supporting customer interviews with candidates until an agreement is reached.
- Research additional questions from all stakeholders and formulate answers.

Varia

- You are responsible for continuous progress in your approach
- You share your ideas with the team
- You use and update all systems correctly
- You dare to take on individual extra tasks and work in a structural way
- Guiding trainees in their journey and transfer your knowledge

Your profile

- You followed a commercial or business education (Bachelor or specialization)
- You have strong analytical skills
- You love to implement a human touch and enjoy connecting with people
- You can think and work conceptually,
- You can distinguish main from side issues,
- You are able to and are open to asking questions quickly and specifically to continue working independently,
- You have strong communication skills in English and you are able to listen,
- You enjoy autonomy and work efficiently,
- You enjoy working in a challenging environment where you bring value to yourself,
- You can take a joke and loves to have open and transparent communication.

Our offer

- Experience through real-life work,
- Flexibility and home-working possibilities – Everything can be discussed
- Open and fun communication between colleagues,
- Leadership and coaching training,
- Join a dynamic team, enthusiastic and with a good team atmosphere,
- Exposure to an international working environment.
- Flexibility and freedom in the execution of a various number of tasks and your planning.
- The possibility to pitch any idea you have to the management. We want to grow with you!

Interested?

Let us know your interest we will be pleased to hear from you!
Send your CV to Imke@EngineerX.com and let's see where we match!