

Assistant Director and Luxury Hospitality Recruitment Admin Manager

Placement International is a cultural exchange program company specialized in the Hospitality industry that offers positions for highly educated students and young professionals to do Internships and Management Training Programs at the most luxurious hotels and restaurants in the United States.

As an Assistant Director and Luxury Recruitment Admin Manager you will be in charge of planning international recruiting trips, representing the company in specific markets and growing partnerships.

Responsibilities will include the following tasks:

- Assist Director of Operations (and other Managers occasionally)
- Help plan and create schedules of international recruiting trips
- Work with the Director to sustain and grow partnerships in Mexico and other countries
- Assist with international recruitment events
- Represent the organization in specific markets
- Help maintain the office and keep it running smoothly in terms of daily and monthly accounting
- Track client's payments and control partner accounts
- Help track expenditures and keep bank and card statements updated
- Participate in the organization and follow up of international Career Fair Events
- Assist with hired students visa administrative processes
- Create and design marketing material
- Create presentations for meetings
- Support clients throughout their program in the US

Desired qualifications

- Well spoken and polished presentation
- Fluent English and strong writing skills
- Spanish and/or French desired
- Extremely organized and attentive to detail
- Internationally minded
- Creative and hardworking
- Excel, Word, basic Photoshop and Acrobat knowledge

Start Date: Immediate OR as soon as possible / 6-month internships with further employment possibility
Stipend: 400 EUR per month

You will be encouraged to pursue your individual passions in order to help the company as a whole. You will learn new things each day and gain meaningful and practical work experience in this mutually beneficial relationship. If you are eager to take on challenges, if you are motivated, creative, business minded and fluent in English then this job is the one for you! Apply now via info@placement-int.com and make sure to add your resume!

You can also extend your contract, the company is constantly growing and we need talented Hospitality graduates to be part of our success!



We look forward to hearing from you soon!



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