

HR Development Officer Internship

Company

Technicis is the leading professional translation company in France and among the top three in Europe. With 220 employees based in France (Technicis), Belgium (Cogen) and Switzerland (Translation-Probst), in addition to a network of 4,500 highly specialised professional translators around the world, Technicis provides comprehensive language solutions in all sectors, no matter the language combination.

Technicis has experienced uninterrupted growth over the last decade and generated **24 million euros in turnover at end-2015**. As of 2017, the company is **among the top three in Europe**.

To further strengthen the HR department, Technicis is currently looking for an HR Development intern.

Position

Working directly under the HR Director, the HR Development intern will be assisting the team in two key areas: recruitment and training.

Recruitment:

The HR Development intern will be involved in building partnerships with schools and universities. Main tasks will include:

- Contacting target schools
- Defining mutually enriching partnerships with contacts
- Taking part in events (job fairs, recruitment events, etc.)

He/she will also help implement the recruitment policy:

- Sourcing candidates
- Preselecting candidates (CVs and headhunting)
- Arranging interviews

Training:

The HR Development intern will actively take part in developing and implementing the corporate training policy:

- Assessing needs
- Creating programmes
- Selecting training consultants
- Organising training sessions

Profile

Candidates for this position should currently be enrolled in a Human Resources training course, and looking to complete a 4 – 6 month internship.

The ideal candidate should be self-motivated, organised and detail-oriented, with an ability to take initiative.

Proficiency in Microsoft Office (specifically Excel, Word and Outlook) and excellent communication and listening skills are essential.

Please send your CV and letter of motivation to recrutement@technicis.fr