
<u>Position</u>	: International Recruitment Assistant – (Internship)
<u>Location</u>	: Den Haag, The Netherlands
<u>Languages</u>	: Fluent English, Dutch would be a definite advantage
<u>Duration</u>	: 3 – 6 month's on a 36 – 40 hour a week basis

Description:

Octagon is a recruitment company with over 20 years of experience supplying International organizations all over the world. We are currently seeking an Intern for our Head office in Den Haag to support the recruitment team!

Responsibilities:

HR & Recruitment

- Contact person for registering candidates with Octagon.
- Updating and maintaining the database of professionals.
- Keeping statistics and preparing reports related to recruitment.
- Editing CV's , vacancies and preparing recruiting related materials.
- Advertise vacancies via our Website and various Job boards.
- Manage Incoming CV's from Job boards and website.
- Recruitment research for potential candidates via various sources– (IT /Finance / Sales and marketing skills etc.).

Marketing & Communications

- Managing the Octagon social networks - Face book, twitter, LinkedIn etc.
- Competitor analysis.
- Researching new vacancies and market trends.

General Responsibilities

- Answering the Telephone & handling queries.
- Welcoming clients/guests at the door.
- Taking notes in team meeting's and interviews.
- Organizing events and fairs.
- Undertake any other duties assigned of by the Sales / Recruitment Team.

Experience & Qualifications:

- Currently studying or holding a Bachelor's Degree – Preference in Human Resources or Marketing & Communications
- 1+ years of working experience within a professional environment preferred
- Strong Knowledge of the Microsoft Office Package
- Good Communication skills
- Entrepreneurial and creative
- Professional attitude with a willingness to learn

For more information on this role please contact recruitment@octagon.nl