

**PROFESSIONAL INTERSHIP – RECRUITMENT COORDINATOR TRAINEE (F/M) – PIPEDRIVE – LISBON**

**Reference Ad: GIP/ October2021 – 0457**

**DEADLINE FOR APPLICATION: October 29<sup>th</sup>, 2021**

*We are looking for a Trainee to join our Recruitment and Selection team to accompany human resources professionals and assist in the various daily tasks of the Department. In this role, the successful candidate will provide support in specific processes such as: recruitment, hiring, onboarding, reporting, and other administrative tasks.*

**RECRUITMENT COORDINATOR TRAINEE**

**CANDIDATE PROFILE**

- *MSc Bachelor's or Master's degree in Human resources management, management, psychology of organizations or similar (mandatory);*
- *Eligible for an IEFP internship (nice to have);*
- *Strong work ethic and team spirit;*
- *Flexible and able to manage tasks efficiently;*
- *Ability to work in a multicultural environment;*
- *Great writing ability and capability to interpret different documentation;*
- *Fluent in English, with good ability to express himself orally and in writing;*
- *Good knowledge of HR processes and notions of labor law;*
- *Microsoft Office knowledge (especially Excel);*
- *Detail-oriented;*
- *Analytical capacity;*
- *Ability to express him/herself in an efficient manner, both orally and in writing.*

**MAIN RESPONSIBILITIES:**

- *Assist in all the stages of the recruitment and selection process;*
- *Understanding all the recruitment lifecycle and proactively giving suggestions for its improvement;*
- *Screening Resumes and Source candidates;*
- *Scheduling and performing interviews for all the departments (Software Development, Product, Sales, Support, Human Resources, Office, Finance, among others...);*
- *Making the bridge with all the hiring managers and advise them when needed;*
- *Focus on the HR best practices in order to guarantee the best candidate experience possible to our candidates;*
- *Handle both external and internal recruitment processes;*
- *Assist in onboarding process for new employees, namely in the collection of information and preparation of employee's processes;*



- *Answer any questions employee's questions regarding HR processes;*
- *Support with the treatment and management of employee information in order to comply with the RGPD;*
- *Assist in organising events if necessary.*

## **WHAT WE OFFER:**

- *Professional internship program with the possibility of staying and work at Pipedrive;*
- *A world-class working environment full of the usual nice perks, and some more;*
- *A structured and transparent working environment with goals;*
- *An opportunity to learn and to develop your expertise in the Recruitment area;*
- *Loads of fun and an amazing culture.*

## **ADDITIONAL INFORMATION:**

- *If this is something for you, send your resume (in English) or a link to your LinkedIn profile and please add why we should pay extra attention to your application.*
- *Pipedrive is an equal opportunity employer. We encourage diversity in the workplace regardless of age, gender, race, religion, disability, sexual orientation, gender identity or veteran status*
- *Submit your application: [jobs@owenbabbage.com](mailto:jobs@owenbabbage.com)*