



Job vacancy:

HUMAN RESOURCE ASSISTANT

Number of available position: 5

General information:

Location: **Germany - Mainz**

Form of employment: **full time**

Type of contract: **Traineeships / 3 months**

Gross monthly wage (Euro): **Youth Guarantee/EURES Traineeship monthly mobility amount € 917,00**

Job description:

Responsibilities:

- Source new candidates
- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Build rapport and understanding with candidates that the company represents
- Assist promoting the company's services to candidates
- Build and maintain Database of candidates
- Conduct interviews using various reliable personnel selection tools/ methods to filter candidates within schedule

Requirements:

- ✓ **General requirements:**
 - EU28 + Norway or Iceland citizenships
 - Residence in Italy (for Youth Guarantee programme – under 30 years old) or in Friuli Venezia Giulia region (for EURES Traineeship)
 - Registered on EUJOB4EU Platform with a complete CV in English
- ✓ **Language knowledge:**
 - Good language skills, particularly in English
 - Additional languages are a bonus



Your first EURES job



✓ **Other specific requirements:**

- Studies or experience in Human Resources, Sales, Marketing, or similar
- Good interpersonal skills, a “people person”
- Good manager of time
- A professional manner at all times
- Results driven individual with positive, “can do” attitude

ISCO Profile requested:

- ISCO 1 - 24 - Business and administration professionals
- ISCO 2 243 – Sales, marketing and public relations professionals
- ISCO 3 2431 – Advertising and marketing professionals

Procedure to participate in the selection:

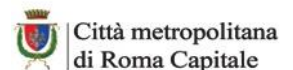
Deadline to present your candidature: **30/09/2017**

To participate in the selection it is necessary to be **registered on EUJOB4EU Platform:**
www.yourfirsteuresjob.eu/eujob4eu

The CV inserted must be written in in English and COMPLETED in all the fields.

Once you are registered and you have COMPLETELY filled in your CV, please send an **email to**
giorgia@mlcomponents.com and to eures_fvg@regione.fvg.it, indicating “**HUMAN RESOURCE ASSISTANT - Germany**” in the object.

Only candidates registered, with a complete CV and responding to the requirements will be contacted for the selection.



With the support from the EU
Programme “EaSi 2014-2020”