

## Human Resources Department - Talent Acquisition Trainee

### Description

Are you passionate about people and recruitment? Do you enjoy big challenges, working with and learning from a fresh, high-performance Talent Acquisition team?

**PeopleCert**, a pioneer in combining certification with technology and global leader, is expanding rapidly and is in need of a **Talent Acquisition Trainee** to support our team. You will be trained to provide the highest level of full lifecycle recruitment services, through the Company's sourcing and selection processes. Organizational, communication skills and constant desire for self-development are a plus for this position.

### You will be trained to:

- Prepare & post vacancies on job boards and social media
- Source and pre-screen candidates
- Organize the interviews and assessments
- Utilize the full range of talent sourcing tools
- Build rapport and collaborate closely with the hiring team to ensure timeliness of the recruitment process
- Act as a point of contact and build influential candidate relationships during the selection process
- Participate in initiatives that aim to enhance the employer branding of the company

### Requirements

- Up to 6 months internship course, in participation with your educational organization
- Studies related to HR/ Business Administration/ Management are preferred
- Excellent use of the English language (C2 level)
- Very good use of MS Office applications
- Excellent communication, interpersonal and organizational skills

**If you are looking for an international, fresh and fast-growing environment to start your career we would like to hear from you!**

### About PeopleCert

PeopleCert is a global leader in assessment and certification of professional skills, partnering with multi-national organizations and government bodies for the development & delivery of standardized exams. Delivering exams across 200 countries and in 25 languages over its state-of-the-art assessment technology, PeopleCert enables professionals to boost their careers and release their life ambitions.

**Quality, Innovation, Passion, Integrity** are the core values which guide everything we do.

Our offices in UK, Greece, Cyprus and Turkey boast a culture of diversity, where everyone is different, yet everyone fits in. Our commitment is to develop and maintain a workforce that reflects the very diversity of our customers and the communities in which we do business.

For more information, please visit the corporate website [www.PeopleCert.org](http://www.PeopleCert.org)

*PeopleCert regrets that due to the large volume of applications received, we will only consider those who solely correspond to job requirements as listed above.*

*All applications will be treated with strict confidentiality.*