



ESPA Recruitment and HR Assistant (ESPHR1009)

[Apply here](#)

Start date

November 2021

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Bath, England

The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world famous Roman Baths and other attractions bring 4.5 Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & festivals throughout the year.

Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

ESPA has generated an opportunity for someone with an interest in HR, recruitment and business, to join our growing team and experience the enjoyment of creating exciting research projects and interesting internships for students from the 33 Erasmus+ countries. The role will involve engagement in all recruitment functions of an international internship business, including client liaison, interviewing and selection as well as the associated business administration duties. For the right candidate and availability, this role could become a permanent position.

Tasks

- Research roles allocated to you to understand the host company's requirements.
- Liaise directly with host company to fully understand the role and the skillset and attributes required for a successful candidate.
- Review applicant CVs and determine their suitability for roles.
- Contact registered students, arrange, and carry out interviews with them to understand their interest and suitability for the open vacancies.
- Act as main point of contact for the candidate throughout the recruitment process.
- Manage multiple diaries and ensure all correspondence is maintained effectively and consistently.
- Updating and maintaining our candidate and vacancy database.
- Optimise the candidate experience from initial contact through to successful candidate's start date.
- Support the internal training and development programme and aid its delivery.
- Be a key part of the happy, hard-working ESPA team.

Personal Skills

- Studying for a degree in business management or similar
- Previous experience in HR or recruitment an advantage
- Interviewing experience
- Confident communicator, both written and oral
- Highly organised, excellent attention to detail with the ability to prioritise workload
- Team-working spirit and personality
- Willingness to learn
- Work to instruction and on own initiative
- High level of energy, drive, enthusiasm and commitment

The Host Company

ESPA is a young hearted welcoming host and is seeking to become the number one provider of quality internship experiences in the UK. With a unique business model, we can offer internships and research projects free of charge to students with companies in the UK, ranging from global corporates to start ups and, in a whole array of disciplines. Rapidly expanding, we are now looking to get more quality host companies on board, meaning a need for top quality HR people to assist with recruiting. ESPA has hosted many successful internships and with our friendly team and work hard, play hard ethic, you are guaranteed a great experience.