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phoenix-gir@email.de

INTERNSHIP for NATIVE SPEAKERS OF THE EU + DEUTSCH / ENGLISH

TALENT-SCOUTS / JUNIOR RECRUITERS / CAREER COUNSELLING (fe-/male) IN INTERNATIONAL RECRUITING (EU)

Do you have international thinking and that "special something"?

PHOENIX GIR (German Int. Recruiting) takes a very active role in bringing together large numbers of specialists & professionals with wellknown, outstanding high-growth German companies and "Global Players" all over the European Union. We just build one more international team of Junior Recruiters / Talent Scouts / Placement Experts.

Your tasks:

- Communication, contacting and cooperation with German / international companies, recruitment agencies etc. until the successful placement of most wanted and selected international candidates (engineers, specialists, doctors, skilled workers).
- Counselling and contacts with candidates from all over the European Union.
- Office tasks (Word/Excel/emails), international researches and market analyses.
- Cooperation with organizations, agencies, authorities, universities etc. all over the EU.
- Marketing and headhunting in (inter)national social media / networks (LinkedIn, Xing, Facebook, Twitter etc.). A fast, stable internet and headset/cam are a must.
- Planning business trips and organization of seminars & interviews with candidates and media in the countries you will be responsible for.

Your profile:

- You are a native speaker (EU) and speak fluently English, German and other foreign languages, too.
- You are communicative and have excellent phone-, computer- and networking-skills.
- You have an international thinking or even first experiences/studies in hr / recruiting, International Business/Relations, foreign languages, teaching etc.)
- You are active, work independently and are committed to delivering results.
- You have good behaviour, are reliable and a responsible team player.

What we offer:

- Exciting and challenging tasks in an international environment and in virtual teams all over Europe.
- internship-payment and flexible working hours, if you are still studying

Please mail to Mr. Peter M. Barnefske via phoenix-gir@email.de:

- Your detailed CV (doc file + photo, if possible) in English or German showing your training, studies, title of diploma / thesis, (first) work experience and skills.
- Your earliest possible starting date and skype-id.

PHOENIX GIR … "We touch the future!"

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Job ad

We need some support in our translation office in Nuremberg.
Our office is in the heart of Nuremberg. We are a team of translators working here at the office and also work with many freelance translators. This enables us to offer our customers full service for all European languages.

We seek:

English native speakers who would like to work in a translation office.
Erasmus students are very welcome for periods between 6 and 12 months.

Your tasks:

- Translations GER-EN
- Proof reading of translations
- Project management, general office work

Your qualifications:

- You are English native speaker
- You are currently studying translation or have already finished your studies
- You have good command of German in speech and writing
- Very good knowledge of MS Office

Your profile:

- You are outgoing and like working as part of a team
- You are flexible, reliable and can cope with sometimes heavier workload
- You can work between 20 and 40 hours a week

The salary would be about € 400 per month.

For further information about our office and our team got to www.hudde.eu or to our Facebook page.

Please send your written application to info@hudde-uebersetzungen.de