



## **HR/S&M Trainee**

***"Creating successful careers....."***

### **Who are we?**

HRC International ([www.hrc-international.com](http://www.hrc-international.com)) is a dynamic training & career development organization, which was founded in the Netherlands in 1995. Today, HRC International operates offices in Maastricht - the Netherlands, Dobrich - Bulgaria, Beijing - China, Milan - Italy and in Atlanta - Georgia, USA. HRC International specializes in offering career programs and entry-level management positions in leading hotels and resorts in the international hospitality industry. Our mission is to play a key role in the career development of young individuals who wish to pursue a career in the international hotel business.

As the organization continues to grow, we offer a Bachelor course student in hotel management, marketing, hr, small business or communication, the opportunity to gain experience at the Maastricht office. The position consists of the following highlights:

### **Essential functions:**

- Assist with recruitment efforts and promote HRC's programs through the Internet and other recruitment sources.
- Update and expand HRC's network by tracing and contacting hrc's alumni
- Update information about hotels, schools, candidates and HRC alumni all over the world by means of internet (Google), social networks and the hrc database.
- Shortlist candidates by prescreening their resumes
- Assist career consultant with recruitment efforts
- Answer the telephone and welcome candidates
- Direct mailings via database, outlook and regular mail
- PA function for the general manager
- Attend meetings and participate with secretarial tasks

### **Specific job knowledge, skill and ability:**

- Knowledge of recruiting and selection is helpful but not a must
- Bachelor education, but currently still a student
- Preferably international experience (i.e. completed one international internship- or work experience)
- Ability to read, write and speak in English fluently
- A "Can-do" attitude; good sense of responsibility
- Open to all nationalities; available for at least 5 months

### **Other:**

- Working hours between 9.00-17.30, Monday-Friday
- Further information, please contact: Floris Drabbe, General Manager
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