



# Recruitment Trainee

As the HR Recruitment Trainee you will become an important piece in the growth of our organisation & the 3rd member of our trainee group. We need an additional trainee to help us with recruitment related tasks. It can be the first step of your carrier at a multinational SSC, means in a challenging, fast, fun and diverse environment.

## Tasks:

- Supporting the selection process of candidates
- CV evaluations & pre-screening candidates via phone, organising interviews
- Sourcing candidates in external and internal databases
- Creating content and managing Facebook pages
- Creating content and coordinating internal company communication
- Being contact person to candidates and vendors
- Administrative tasks

## Requirements:

- On-going studies, preferably on HR field
- Willingness to work in at least 20 hours/week
- Intermediate English
- Good knowledge of MS Office package
- Supportive, proactive and positive attitude
- Good communication skills
- Punctuality and reliability

## Advantages:

- Excellent time management skills
- Good multitasking skills
- Any additional language knowledge
- Good organisational and administrative skills
- Open-to-change mind-set

## About Computacenter in Hungary

Computacenter is a young SSC in Hungary. Budapest office opened in 2013 with only a few people. Now we have almost 500 employees and we are still expanding. We have a fun and diverse atmosphere, where the 86% of the employees are Gen Y, and 17 languages are used on daily bases.

Apply for this opening: <https://computacenter.recruiterbox.com/jobs/fk0m9oq/>