

International Talent Acquisition Manager

6-month internship, Sydney



Australiance is a Sydney-based start up founded in 2010 with four activities:

- A one-stop-shop for expatriates in Australia through the concept Australiance.com
- Coaching and recruitment solutions for professionals willing to start or continue their career in Australia
- Consulting solutions for international companies interested to start or grow their footprint in Australia
- Recruitment services for companies based in Australia looking for interns or permanent positions

To support and develop our new International Talent acquisition solutions, we are looking for an **intern** from International **Business School** or **University** to take on the role of our **International Talent Acquisition Manager**.

Role – Missions:

In a 'start up' environment you will be in charge of communicating our job and internship offers, reviewing CVs, leading job interviews, making a first selection of candidates and developing the recruitment activity.

Reporting directly to our founder and CEO, your main duties will be:

- Liaise with students and professionals looking for qualified work opportunities in Australia on a daily basis
- Shortlist candidates and lead first round of interviews based on our robust recruitment methodology
- Liaise with our current client base of local startups and international businesses to understand their growth plan and support their growth through recruiting their next talents
- Find new channels to promote our offers and to attract more candidates from top universities/schools
- Take part in networking and marketing activities to share our unique value proposition and savoir-faire

Student profile:

- You are currently studying in a business school or university with a master in HR and want to perform a 6-month internship in Sydney. You must have full right to live and work in Australia (WHV welcome).
- You are passionate about helping people and have previous experience in Recruitment and/or Business Development as well as working in a team

Key requirements:

Being an **entrepreneur** with a 'can do' attitude is a must. You must also have fluent writing and speaking level in English. You are people-oriented, customer-focused and a fast learner, you are familiar with the expatriation processes (international experience is a big plus) and have a passion for Australia. You are a self-driven, highly organised, curious and energetic student with strong communication and people skills.

Languages: English & French: Fluent - Spanish: a strength

IT: Office suite, CRM, MailChimp, WordPress, e-Commerce, Facebook, LinkedIn, Twitter, Instagram

Duration: **6 months full-time**

Location: **Sydney**, city center

Application Process: Applications are open now until mid October for a start shortly after

1. Fill in [our online application form](#)
2. You will receive an email asking you to confirm your details and to send your resume and cover letter
3. We will review your resume and cover letter and assess it against other applicants
4. If shortlisted, you will be asked to demonstrate your skills and motivations through a short case study
5. We will contact you to set up a face-to-face (or Skype) interview
6. If successful, we will liaise with your school/university to sign an internship agreement
7. We will assist you to come to Sydney so you can experience the services we offer to young professionals.