WESTHOUSE - WE make talent work.
Westhouse is a sourcing- and consulting-company with fourteen subsidiaries globally, which is specialized on the selection and placement of IT experts, especially from the SAP environment as well as experts from the Engineering or Commercial sector.

We are currently looking for a:

**Internship - Recruitment consultant**

**YOUR TASKS**
- To **resource and maintain communications** with the considered suitable IT or Engineering consultants, for existing projects and **for the client’s positions**;
- **Job postings**, candidate **screen calling**, setting up of video interviews, interviews, **CV saving into the company database**;
- Obtaining written confirmation of the agreed **conditions with the suitable candidates**. Exclusivity Agreement and the eventual Data Protection Declaration demanded by the client;
- Obtaining and **cross reference check** of each candidate that the assigned Account Manager (AM) wants to introduce to the client;
- Communication **via phone or email** with clients from different countries in English or in other languages on a daily basis;
- Accurate handling of the company database and other external recruiting databases.

**WE OFFER**
- **5 – 6 months of internship in an international company** with a leading presence in the market
- Full cycle trainings
- **Reinforcement of your language skills** and intercultural competencies
- Possibility to be hired as an internal employee of Westhouse

**YOUR SKILLS**
- Fluent English, other additional languages are welcome such as German, Italian, French, Russian, Hungarian, Slovak, Czech etc.
- Advance knowledge of Microsoft Office Package
- **Proactive and Communicative** person able to act responsibly
- Nice and smart communication **over the phone**
- Multitasking, pro-active attitude

**INTERESTED?**
If you are interested to join Westhouse in one of our Italian branches in Pesaro or Milan, please contact us! We look forward to receiving your application documents in electronic form. Your contact person:

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