

Resourcing Life Science Ltd.

The company

Address

Clerkenwell Workshops,
27/31 Clerkenwell Close, London EC1R 0AT

Type of business

Recruitment

Professional work trainee will get experience in

Our internship programmes will give you hands on experience at working in a fast paced and highly commercial environment at the cutting edge of talent attraction in an international environment

Internship dates

This is a min 12 week internship programme up to 6 months

Trainee's profile

Languages required

English (any other European language is a plus)

Faculty

Regarding the degree's suitable we are flexible , in the past we had students studying in Languages, Social Sciences, Law, HR, Psychology, Economics etc

Computer skills

Word: good, Excel: good

Required skills

We are happy to consider candidates from all educational disciplines providing you are; inquisitive, hands on, approachable and friendly, have a good aptitude to do tasks with speed and accuracy, adaptable, have a positive can do and want to learn attitude

Job description

Each internship programme is adapted to the skills and pace of the intern. Some of the skills that successful applicants will learn and practice are:

Job content

- Use of target candidate search, attraction and selection criteria
- Prioritisation and decision making
- Commercial use of MS office, recruitment databases, SNS's and software programmes.
- Understanding of companies and hierarchy's and job roles within the pharmaceutical sector
- Drafting documents such as advertisement and preparation of company information packs
- Office communication and telephone skills
- Team working and commercial skills from working within a SME at the cutting edge of talent acquisition

Notes

We do not provide any financial support
We do not offer accommodation, however, we could advise or guide them on this matter