

Recruiter Assistant Trainee	
Name of the Organisation	Associação International Life Lisboa
About the host Organisation	<p>Associação International Life Lisboa is a non-profit organization founded in March 2013 by a couple of Portuguese students who had just returned to Lisbon from their own Erasmus Program. After coming back from what it could only be described as the best time of their lives, they decided to set up this association in Lisbon to provide all the incoming international students with the same amazing experience.</p> <p>Associação International Life Lisboa was born to make international students feel at home, by helping them in the best way possible and to make sure they have the most exciting time of their life by creating experiences and memories they will never regret!</p>
Website	http://placementinportugal.com
Job description	<p>This position is in the Human Resources department of Associação International Life Lisboa. During the traineeship, the trainee will have the main responsibilities:</p> <ul style="list-style-type: none"> -Helping international students or young graduates in finding a suitable internship in Portugal; -Contacting international Universities and national/multinational Entities; -Finding new Companies which want to recruit trainees; -Improving branding and partnerships; -Promoting the internship positions available on the Organization's online platforms.
City, country	Lisbon, Portugal
Deadline	no
Requirements	<p>Background in Human Resources, Communication or other related area</p> <ul style="list-style-type: none"> -Good communication and organization skills -Proficiency in Microsoft Suite Office -Excellent verbal and written skills -Creativity and Flexibility
Remuneration	Unpaid
Contacts	<i>applications@placementinportugal.com</i>