



Internship - Project Coordinator

GRN Czech Republic is an executive search and recruitment firm, specializing in Mid to Executive level searches. The GRN Czech team is comprised of highly committed and work dedicated recruitment professionals, who are always delighted to discover new talents for & in the Central and Eastern European job market. Our company is located in the heart of Prague, Czech Republic, just 30 meters from the Charles Bridge.

Main duties:

- Taking a job order/project secured by one of the consultants.
- Conducting internet or publication research to locate similar companies to the client, or companies that would have similar positions.
- Contacting companies to obtain the name(s) of the person holding a similar position to the open one being searched for.
- Contacting potential candidates to see if they are interested or if they know of someone else they can refer.
- Receiving CV's and following up with people contacted.
- Potentially conducting first interviews with potential candidates.
- Researching and compiling lists of companies and contact numbers in particular industries for future use.
- Conducting research in accordance with client or project requirements.
- Act as contact person and person to whom CV's are being sent.

Additional duties:

- Sorting through existing CVs, categorizing and reorganizing them, re-contacting good candidates, and imputing candidate information in contact database.
- Contacting old candidates to obtain updated information about their current career interests/direction
- Creation of spreadsheets (e.g. budget outlines, billing forms)
- Creation of marketing materials such as PowerPoint presentations
- Finding other interns, both from abroad as well as through local school programs

Qualifications:

- Strong communication skills, both verbal and written – will almost always be dealing with people who's first language is not English, and who have varying English abilities
- Fluent English, other languages are an asset, particularly Czech, German or other Slavic languages
- Organized and self driven
- Ability to multi-task
- Must be a team player and integrate in groups well.

If you are interested in an internship with a headhunting firm, feel free to submit your application by sending us your **updated CV** and **cover letter**. We will get back to you shortly with the next steps of the recruitment process. **NOTE:** *It is possible to combine the internship with student programs such as Erasmus Placement Program.*

Do not hesitate to find and follow us on:

- **Facebook** (<https://www.facebook.com/pages/grnczech>)
- **LinkedIn** (<http://www.linkedin.com/company/grn-czech-republic>)
- **Our Official website** (<http://www.grnczech.cz/>)

We are ready to welcome you to our team in January 2014!

CONTACT PERSON

Skye Pham
GRN Czech Republic

Mostecká 8, Praha 1 - Malá Strana, 118 00

Office: +420 257 533 696

Email: spham@grnczech.cz