

## Human resources assistant-US team (Mainz)

Salary: 50 euros/month + commissions

Working hours: Monday to Thursday: 4pm to 10pm and Friday 2pm to 8pm

### COMPANY DISCRPTION

Our main company is based in Germany (Mainz) but we also have a subsidiary in Malta. This internship takes place in Germany. ML Components GmbH is the premier distributor of semiconductors and electronic components. Our extensive, worldwide supplier base offers our global customers quick access to difficult-to-find parts. We are a strong and rapidly growing company with a competitive and energetic work environment. The International Business Development Executive will be responsible for the sale of semiconductors and electronic components. The ideal candidate must be well versed in the process of defining, developing, prospecting, servicing and nurturing a defined account base.

### RESPONSIBILITIES

- Source new candidates
- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Build rapport and understanding with candidates that the company represents
- Assist promoting the company's services to candidates
- Build and maintain Database of candidates
- Conduct interviews using various reliable personnel selection tools/ methods to filter candidates within schedule

### REQUIREMENTS

- Studies or experience in Human Resources, Sales, Marketing, or similar
- Good language skills, particularly in English – Additional languages are a bonus
- Good interpersonal skills, a “people person”
- Good manager of time
- A professional manner at all times
- Results driven individual with positive, “can do” attitude