JOIN HAYS

SUCCESS IS AN ATTITUDE
IT IS UP TO YOU

Your future with the No. 1.
Start your career in one of the fastest growing sectors: specialist recruiting.

Where will the Hays journey take you? To the heart of the economy. Here you will meet people who determine the pace of business. Together we boost experts’ careers and create room for projects within leading companies.

No matter whether you are a graduate or professional: Your career is up to you! With Hays, you can increase your responsibilities within a very short period of time.

Are you success-oriented, proactive and communicative? Then Hays will take care of the rest! Within Hays’, own training centre you will learn all the know-how required. Additionally, you will attend topic specific workshops and have a mentor by your side supporting you.

Join our sales team now as

TRAINEE IN SPECIALIST RECRUITMENT*

Location: Bern, full-time, 6 months

Your Duties:

- During the first 6 months, you will gain experience in the HR consulting business and build up skill and market know-how. If you successfully complete the trainee programme, we will offer you a permanent position afterwards
- As a trainee in the recruiting area, you support our consultants with the recruitment and selection of suitable experts for vacancies at our international customers
- You also support our sales team by taking care of our customers and candidates from the areas IT, Finance, Life Sciences or Construction & Property
- You identify suitable experts for our customers by using social networks, databases and other channels, and you approach them proactively
- You are the contact person for our candidates and customers, check the qualification of experts via telephone and learn to conduct telephone and personal interviews
- You accompany consultants to customer appointments and support our customers and candidates throughout the recruiting process
- You gain first experience in the area Sales & Recruiting and learn about the various facets of the sale of services
- You develop your own customer base and will extend and develop it further if you are employed permanently after your 6-month period as a trainee
- You learn to control and to prioritise your activities independently and thus actively contribute to the success of our sales team

Your Qualifications:

- You will soon complete your studies in economics, humanities or social sciences or a comparable course at the university or UAS
- You enjoy finding new candidates and customers and to present our company to them
- You have experience with internet research and social networks
- You are self-motivated, independent, communicative and you enjoy being successful
- You have very good knowledge of German (written and spoken) and competent language skills in English; for our office in Geneva, language skills in French are required

Hays is the worldwide No. 1 in specialist recruitment, supporting more than 3000 renowned companies in Germany, Austria, Switzerland and Denmark and growing rapidly. We tackle every task with determination. Our decades of experience and international network ensure the necessary trust of our customers.

Take the first step now and apply to Hays.

We are looking forward to your application!

* We dislike any form of discrimination (and pursue the same target as § 1 of the German AGG). It is simply important to us that you fit in with us!

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