

Joboffer dated from 07/28/2020

## INTERN HR / RECRUITING (m/f/d)

Field:	Legal / Human Resources
Type of employment:	Full-time
Entry date:	immediately
Zip Code / Place:	20354 HAMBURG
Country:	Germany

---

### Company data

Company:	<b>Bigpoint GmbH</b>
Street address:	Sachsenstraße 20
Zip Code / Place:	20097 Hamburg



---

### Contact Person

Name:	Avantika Thakur
Position:	Junior Recruiter
Street address:	Sachsenstraße 20
Zip Code / Place:	20097 Hamburg
E-mail:	a.thakur@bigpoint.net

---

### Job description

Reference Number: 5165



*Bigpoint was founded in 2002 with the goal to provide great games that everyone can play. Not just in the browser space but also in mobile games, we are aiming to introduce innovative gameplays to all categories of players. We are looking for an Intern (m/f/d) to join our Recruiting Team for at least 6 months! The preferred candidate will have a positive, professional and outgoing personality and will be strong at building relationships with our team, candidates, and Bigpoint employees. They will deliver the highest level of quality to the candidate experience both with internal staff and candidates of all backgrounds and levels and will be driven to contribute to the organization's reputation and success.*

Games-Career.com is a service provided by:

☐

## RESPONSIBILITIES

- High volume and detailed interview scheduling and coordination
- Facilitating interviews, organizing meeting rooms and touring candidates through the studio
- Close collaboration with Office Manager in arranging international travel scheduling and supports visa process when necessary
- Posting and maintaining jobs online on several job boards
- Tracking applicants in our application tracking system through the recruitment process
- Assisting with the creation and maintenance of job descriptions for new and existing positions and prepare and maintain staffing requisition
- Support in strategic concepts to reach out to recruitment target group ☐
- Assisting with University relations and career fair preparation and participation
- Conducting ad-hoc pre-screen and reference checking as required
- Supporting the whole new hire communication, providing support for the first weeks of new hires & support in optimizing the entire onboarding process ☐

☐

## REQUIREMENTS ☐

- Enroll student (m/f/d) at a university or university of applied sciences in field of Human Resources Management, Communications looking for mandatory Internship
- First professional experiences (student job, internship) in a creative environment ☐
- 6 months or more of availability is required
- Ability to prioritize multiple functions and tasks, manage work time efficiently with minimal supervision and working in a fast-paced environment
- Self-starter with an ability to problem solve and provide creative solution with a "can do" attitude
- Detail-oriented, with excellent communication, organizational, administrative and proven outstanding customer service skills
- Great knowledge in Microsoft Suite and the ability to grasp new technologies quickly; application tracking software experience is beneficial
- Ability to prioritize multiple functions and tasks, manage work time efficiently with minimal supervision and working in a fast-paced environment
- Passion for games and strong interest in Recruiting and HR Profession. ☐
- Fluency in writing and spoken English ☐

☐

ONLY DIRECT APPLICATION : please send only completed application (CV, Cover Letter, References) to [recruiting@bigpoint.net](mailto:recruiting@bigpoint.net) and refer to the job reference number.

☐

Games-Career.com is a service provided by: