



HR & Recruitment Intern

Reports to: Office Manager
Hours: Full-Time
Duration: Flexible
Location: Brussels, Belgium

Optimy has developed an innovative and intuitive Software as a Service (SaaS) that allows organisations to better manage their sponsorship, grants and community investment.

After 6 years, Optimy records more than 180 customers across 6 continents. More than 98% of Optimy users renew their licence each year, including big names such as BMW, Carrefour, Johnson&Johnson, L'Oréal, Vodafone, Holcim and Volkswagen.

Optimy aims to become the leader worldwide in its niche market and is looking for intern to help manage the company's human resources and recruitment.

Please note that we will accept only applicants who can provide us with an internship agreement from their university.

Responsibilities:

- Take the lead on producing job advertisements
- Headhunting to proactively find the best candidates
- Spreading the word online about new openings at Optimy
- Maintain and help manage HR files on existing employees
- Support the administration and finance manager in defining HR policy

Requirements:

- Proficiency in English
- A creative mind and a good way with words
- Ability to work independently with a high level of attention to detail
- Excellent organisational skills
- You are a student or a recent graduate and you can provide an university agreement (e.g. Erasmus+ traineeship, mandatory internship etc.)

Our Offer:

- A chance to work as part of a multinational team
- Real responsibility, your work will have a direct and noticeable impact on the future of the company and employees
- We pay €300/month to foreign students and €50/month to Belgian students to cover some of your costs

Depending on circumstances, part of accommodation and transportation costs are covered. We grant 300€/month to foreign students and 50€/month to students based in Belgium.

You are interested? Go to <http://jobs.optimy.com/en/> to apply!

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