



GUIDEPOINT

# GUIDEPOINT CAREERS

## Talent Acquisition Intern

### OVERVIEW:

The Talent Acquisition Intern is an exciting opportunity for a college student who wants to work in recruitment at a fast-paced, high-growth company. The Talent Acquisition (TA) team is a group of global professionals and we are looking for an intern to support critical hires in the Athens office across a variety of departments, such as business development, finance, marketing, HR, and more.

In this role, you will support all aspects of the recruitment cycle by partnering closely with our recruiting team and hiring managers to understand the talent market, utilize recruitment strategies, and generate talent pipelines. You will have the opportunity to work on a variety of critical talent acquisition projects, such as diversity & inclusion, HRIS, employer branding, and more.

### WHAT YOU'LL DO:

- Work closely with the Talent Acquisition Specialist to develop recruitment strategies for corporate hiring
- Conduct TA administrative tasks such as resume reviews, calendar invites, etc.
- Assist with the recruitment process, including strategy development, posting jobs, sourcing, diversity recruiting, candidate outreach, employer branding, and hiring
- Build a pipeline of talent by sourcing candidates via Greenhouse, our Applicant Tracking System, and LinkedIn Recruiter
- Assist with interview scheduling and candidate communications

### WHAT YOU HAVE:

- Current student pursuing a Bachelor's degree
- Excellent Excel skills, including and reporting and other Microsoft office skills
- Interest in managing software and systems that support the TA team
- An interest in talent acquisition
- Demonstrated professional communication skills
- Ability to work in a fast-paced and growing environment

### WHAT WE OFFER:

- Competitive compensation
- Private health insurance
- Entrepreneurial environment, autonomy, and fast decisions
- International exposure to the global Guidepoint teams
- Casual work environment and compelling people
- Summer and winter team events

### CONTACT US:

Would you like to be part of our team? Then we look forward to receiving your application by email to [akosta@guidepoint.com](mailto:akosta@guidepoint.com)

If you have any questions, contact us by email or by phone at **21 1234 1238**

Visit our site for more opportunities at <https://www.guidepoint.com/careers/>

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