

## Junior HR Specialist (with German)

### What will you learn:

**No matter what profession or career path you choose**, there is one thing that effects your success. One common denominator that will determine whether you will have a rewarding career. The knowledge of the job market. In other words, the knowledge of how to:

- write a CV
- apply for job ads
- talk with headhunters
- contact companies directly
- stand-out during an interview
- do market research

By joining Career Angels you can learn ALL of the above. If you want, you can also:

- explore the secrets of Excel spreadsheets and use them in administration and finance
- discover your creative copywriting skills
- help coordinate and organise (online) events
- support marketing activities
- get involved in the preparation of publications
- and much more!

### For whom we are looking for:

We are looking for **students with good German and English knowledge** (the current team is studying administration, applied linguistics, psychology, sociology, management, "social informatics", classical philology; in the past, also architecture, finance, banking) who want to have a **flexible job** (min. 20 hours per week).

**We expect you to take this job seriously and responsibly, as you will influence many people around you, including our clients.**

### A few facts about working with us:

- you work **flexibly, at least 20 hours per week** (the more you work, the higher the hourly rates), you decide **what time is the best time for work** – you have 24 hours a day, 7 days a week at your disposal
- you can work **from anywhere** – without wasting time on commuting! If you plan to participate in an Erasmus or another exchange programme – no problem! Our team members continued to work with us even during their stay in Germany, Portugal, Spain, Croatia, or Mexico. Currently, we work in **10 different European cities**, although mainly in **Poland**
- our company is also a good place to improve your language skills – we work in Polish and English every day; we're also working more and more in German. A **necessary requirement: very good knowledge of English and German (in writing)**
- the cooperation with us starts with a training period
- you'll have a mentor for the very first 6 months
- your hourly rate depends on the quality of your work and how long you've been working with us (after each year of cooperation you get an **automatic raise**): 17 – 22 PLN/h (in the 7<sup>th</sup> month of cooperation your **salary may look** as follows: let's assume that you work during 88 hours in a given month. This is multiplied by the hourly rate = 1584 PLN gross; if in any month you have more time and you work – for example – 130 hours = 2574 PLN gross)
- you can participate in **additional trainings and trips abroad**
- you can work in your **pyjamas, tracksuits**, whatever you feel **comfortable** in
- no need to buy a public transport ticket because you don't have to go anywhere – **you save time & money**
- would you like to know more about our team? Take a look at our presentation that we have prepared together: <http://tiny.cc/rxgyjz>.

Sounds interesting? Send your CV in English or Polish to [Dominika.Baraniacka@CareerAngels.eu](mailto:Dominika.Baraniacka@CareerAngels.eu)

Please add this mandatory clause to your CV for data processing purposes:

*I agree to the processing of my personal data by Career Angels / Troaching Institute for the purpose of recruitment for the position I am applying for.*

***Selected candidates will be invited to take online tests within 2-3 working days – please check your SPAM folder to make sure you do not miss our message.***

Information clause: <https://bit.ly/2Qc4uCf>

