Inditex is one of the largest fashion retail groups in the world with eight brands and over 6,460 stores in 88 markets. Inditex owns Zara, Pull&Bear, Massimo Dutti, Bershka, Stradivarius, Oysho, Zara Home and Uterqüe.

We are looking for potential students studying a HR/Business course interested to do Work Experience in the Recruitment Centre, in a Full Time bases for the minimum of 3 month.

Working hours: Monday – Friday 9:00-18:00
Location: Regent Street 120, London, W1B 5FE

Please find below the job description:

**Internship in the Recruitment Centre (1 Person):**

**Responsibilities:**
To welcome candidates in the Recruitment Centre and manage their application forms.
To coordinate interviews with candidates.
To manage room bookings for interviews and group activities.
To maintain an accurate and up-to-date candidate database.
To answer the phone in a polite manner, to direct calls and manage messages.
To support the activities of the Recruitment Centre (Group Interviews, Inductions)
To manage a large amount of candidates and maintain a proficiency waiting area at all the times.
To ensure that all candidates entering the Recruitment Centre are dealt with in an orderly manner and in a strict rotation according to their entry time.

Giota Giona
Recruitment Centre
Inditex UK & Ireland

giotagi@uk.inditex.com
120 Regent Street I London W1B 5FE
www.joinfashioninditex.com

ENERGY - TALENT - DIFFERENCE - CHALLENGE - INSPIRATION
**Job Title**  
Recruitment Centre Placement

**Reporting to**  
Recruitment Center Manager

**Purpose**  
To provide a friendly and efficient reception service in the Recruitment Center and to support the recruitment activities. To reflect the best image of Inditex.

<table>
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<tr>
<th>Key Responsibilities</th>
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| • To welcome candidates and manage their application forms.  
| • To coordinate interviews with candidates.  
| • To manage room bookings for interviews and group activities.  
| • To maintain an accurate and up-to-date candidate database.  
| • To answer the phone in a polite manner, to direct calls and manage messages.  
| • To support the activities of the Recruitment Centre.  
| • To manage a large amount of candidates and maintain a proficiency waiting area at all times.  
| • To ensure that all candidates entering the Recruitment Centre are dealt with in an orderly manner and in a strict rotation according to their entry time. |

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<th>Experience and Qualifications</th>
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<td>• Previous experience in a similar role is desirable.</td>
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<th>Skills and Attitudes</th>
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| • Good knowledge of Microsoft Office (Word, Excel and Power Point are essential)  
| • Strong communication (verbal and written) and interpersonal skills  
| • Fluent in English is essential.  
| • High level of attention to detail.  
| • Initiative to identify problems and opportunities to be proactive.  
| • Strong organisational and time management skills.  
| • Ability to multitask.  
| • Quick learner, able to work in a fast paced environment.  
| • Flexibility and problem solving attitude. |

This job description is designed to help you to understand your role better and to improve the effectiveness of our recruitment process. It is not an exhaustive list of all the things that you may be required to do and maybe required to take on additional tasks.

Inditex is an equal opportunities employer. All applicants will be treated fairly and will not be discriminated against on the grounds of gender, ethnic origin, sex, marital status, sexual orientation, disability or age.