



## **AdvanceWorks Talent Acquisition Trainee**

### **Challenge yourself and us**

At AdvanceWorks we learn together, grow together, and have fun together. And we do all this while creating great software solutions for clients across many industries and geographies.

We are constantly challenging ourselves and each other to use the latest technologies and the best methodologies, and make sure we walk the talk.

Exciting as it may sound, we also have our red lines: each of us is a unique person, with unique opinions, beliefs, options, interests, hopes, and fears. With the right to speak its mind, mindful about the common goals, and always being constructive.

It is the way we respect for each other, discuss different point of views, challenge ourselves and each other, while tackling our common challenges, that makes us strong. United. Brave. And sure that there will be a better tomorrow, even when we do mistakes. Because we learn from our failures and successes.

### **What will be your role**

In this role you will integrate a recruitment team that focus on helping identifying talent by:

- Sourcing candidates through various channels
- Screening applicants and conduct screening calls
- Creating strong talent pipelines for our company's current and future hiring needs
- Developing strong relationships with candidates and the internal team
- Participating on the creation and implementation of the Candidate Experience Program
- Managing the full recruitment cycle, from intake call > Sourcing > Screening > Process Management > Offer > Onboarding
- Hosting or participating in career events
- Learning about the technology recruitment market
- Participating and contributing to other company-wide initiatives
- Who will work by your side
- You will directly work with a talented manager and competence center managers, and thus become part of a team of people that really care about each other. Amazing people and professionals who are proud about their technology and leadership skills, yet eager to learn from you, and to be challenged.

They will want to know you, understand your motivations and aspirations, but also your pitfalls and development needs. People that will be there for a personalized on-boarding, to listen to you, and to challenge you. To help you become a better person and professional, challenging you and helping you to challenge yourself. And to invite you for a drink after work (yes, even in remote!), because there is nothing as good and positive as a good laugh.

### **What should you bring to the team**

A Bachelor or Masters degree in Human Resources, Psychology, Sociology or Management (mandatory);

Eligible for IEFP Internship Program (mandatory);

Ability to multi-task and prioritize;

Strong interpersonal and relationship building skills;

Proactive and energetic attitude with the ability to work under pressure;

Strong communication skills to deal with different national and international stakeholders;

Very good level of English;

The candidate should live in Portugal, ideally in Lisbon area

Ability to work both collaboratively but also on your own

Excellent verbal and written communication skills in Portuguese and English

The capacity to listen & influence people and foster change in a collaborative way

A keen commitment to your clients and to your team members

The passion to do what you love the most, and the perseverance to make your/the teams' dreams come true

The courage to question the status quo in a constructive and empathic way

A focus on the result (and not on the task)

An unshakable desire to keep on learning, and the willingness to share what you already know

### **What is in it for you**

An amazing informal culture of smart hardworking and friendly people that support and care about each other

A mentorship program since day 1

Be involved in strategic and operational initiatives beyond the scope of your main mission

Formal training and certifications in technology, methodology and relational skills

Challenging projects with exciting clients and state-of-the-art technology

A dynamic company where you can make the difference and where talent and results matter (and politics do not)

Flexibility with responsibility

Performance-based bonus

Happy hours and after-hours feel good actions

Don't hold off any longer and apply now! If you have any questions, drop us a line at [people@advanceworks.ai](mailto:people@advanceworks.ai)

### **What are the next steps**

- Analysis of the application
- Screening call
- Technical interview
- Final interview
- Offer