

Use your skills wisely,
join EVERY Latvia!

Paid Internship at HR Department



Responsibilities

Taking an active part in recruitment process: screening incoming CVs, making warm calls according to set guidelines, organizing onsite interviews

Preparing reports and registering data about ongoing recruitment processes

Requirements

Fluent English language at both writing and speaking (at least B2 level)

Proficiency in MS Office

Accuracy and responsibility at work, excellent communication skills

Fast and hands-on learning style

Able to see the big picture and at the same time pay attention to details

Previous work experience within recruitment field is an advantage

EVERY Latvia

- Established in 2013
- 240 employees
- Business languages: English, Norwegian, Swedish and Danish

EVERY Latvia is a member of TietoEVERY family providing IT, Banking, Finance & Accounting, HR and Backoffice support services.

TietoEVERY Group is one of the leading digital services and software providers in the Nordic region and has around 24000 employees in the whole world.

Benefits of joining us

Paid internship - EUR 500/month gross if you'd work full time, or corresponding hourly salary according to worked hour amount

Work-life-study balance

Scandinavian business culture

Modern and fully equipped working environment