



Capgemini engineering

Capgemini ranks as the undisputed global leader in Engineering and R&D services (ER&D). The company offers clients an unmatched value proposition to address their transformation and innovation needs. Capgemini works alongside its clients, from initial concept through industrialization, to invent the products and services of tomorrow. For over 35 years, the company has provided expertise in Automotive, Aeronautics, Space, Defense & Naval, Rail, Infrastructure & Transportation, Energy, Industrial & Consumer, Life Sciences, Communications, Semiconductor & Electronics, Software & Internet and Finance & Public Sector.

Capgemini Group is the global digital transformation leader for industrial and tech companies with 250'000 consultants worldwide.

Follow your passion in a role where you will be exposed to the technologies and processes that leading global companies utilize, and join our innovative team as,

Recruitment Trainee

Our Offer:

In our Life Science Team, we have a varied Trainee position in Recruitment available. Are you at the beginning of your career and want to take the next step? Take part in this exciting "Trainee Journey" and get an insight into the consulting world of Capgemini Engineering through the perspective of a recruiter. You will recruit engineers to work on fascinating projects of key players in various industries.

Interested? Look at our job description and apply!

Responsibilities:

- Identifying, approaching and attracting target candidates in various fields
- Efficient use of social media channels (e.g. LinkedIn) for recruiting and network expansion
- Publications of the job and support in the pre-screening of CVs
- Administrative activities incl. maintenance of the candidate database
- Support in strategic projects and preparation of presentation materials
- Close cooperation with the sales team and with the team manager incl. coordination of interviews
- First contact person for candidates and support of candidates throughout the entire application process

Requirements:

- Completed studies or commercial training
- First experience in HR / Recruitment or in back-office activities
- Fluent German and English
- Very good knowledge of MS-Office
- Customer-oriented and solution-oriented behavior

CAPGEMINI ENGINEERING

Position Description

- Quick comprehension
- Willingness to learn and a positive mindset are a matter of course for you

If your profile matches the requirements of the position, we will contact you within the next fifteen (15) days of submitting your application. Otherwise, please kindly consider that your application is unsuccessful.

Please note, that we only accept applicants with Swiss or EU/EFTA citizenship or applicants with an existing and valid residence and work permit for Switzerland.

Capgemini is an EEO and Affirmative Action Employer of Females/Minorities/Individuals with Disabilities.