



HR Student Trainee – Recruitment Support (m/f/d)

We are looking for a HR Student Trainee to join our team in Skopje.

Are you looking for a flexible part-time job that will help you gain experience in the field of human resources and recruitment? Are you a fast learner and do you have a keen eye for detail? If yes, then we have the perfect opportunity for you!

We are looking for a student trainee who will support our Recruitment team in updating our internal database with candidates.

Quipu is the dedicated IT company of the ProCredit group and provides comprehensive end-to-end solutions for all ProCredit institutions, as well as for other banks and financial institutions. This includes everything from electronic payment services to software systems, hybrid cloud hosting, and a host of other operations.

A 100% subsidiary of ProCredit Holding, Quipu was established in March 2004 and is headquartered in Frankfurt am Main, Germany. Quipu plays a central role within the ProCredit group, providing a comprehensive range of support services that enable the banks to become competitive and efficient.

What your key responsibilities will be:

- Scanning, sorting, and uploading CVs from various sources (email, job boards, social media, etc.) to our internal database
- Ensuring the accuracy and completeness of the CV data and correcting any errors or inconsistencies
- Assigning CVs to the appropriate recruiters and vacancies
- Providing administrative support to the Recruitment team and other departments as needed

Skills and experience we expect from you:

- A current enrollment in a relevant degree program (e.g. Business Administration, Human Resources, Psychology, etc.)
- A good command of English, both written and spoken
- A proficient knowledge of MS Office and other common software applications
- A high level of accuracy, attention to detail, and organizational skills

What we offer:

- A flexible working schedule
- A friendly and supportive work environment
- A chance to learn from experienced professionals

If you are interested in this position, please send your CV to joinus@quipu.de with Job ID **24014** by **29.02.2024**.

We look forward to hearing from you!