

## Grayson is hiring a Talent Acquisition Trainee!

Grayson is a Global Talent Provider and we currently have several openings for our clients based in Mauritius, with operations across Europe, Middle East and Africa in the Financial Services, ICT and BPO sectors.

Situated at **DC Urban Terminal, Port Louis**

Duties are as follows:

### **Role and responsibilities**

- Maintaining the in-house Applicant Tracking System (ATS).
- Leveraging suitable searches to fully maximise the extensive database.
- Assist in developing and building long term strategic relationships.
- Gain a full understanding of client requirements.
- Plan and execute account development strategies in your own country.
- Develop, maintain and leverage a network of business professionals.

### **Skills required**

- Positive individual, who mirrors Grayson's 5 values – Respect, Transparency, Teamwork, Proactivity and Reliability.
- Exceptional communication skills.
- Hard working, self-motivated, self-starting, having the confidence to operate outside your comfort zone.
- Time management and organisation.
- Teamwork, experience of contributing towards a shared goal.
- Flexible and hardworking.
- Fluency in English, French; other languages (advantageous).

We are currently looking for degree holders in LM320 BSc (Hons) Management LM320M BSc (Hons) Management LM321 BSc (Hons) Human Resource Management LM321M BSc (Hons) Human Resource Management LM322 BSc (Hons) Marketing Management LM323 BSc (Hons) Management (Minor: Entrepreneurship) SH310 BA (Hons) English SH320 BA (Hons) French SH330 BA (Joint Hons) Humanities in the field of English and French SH330 BA (Joint Hons) Humanities in the field of English and History SH330 BA (Joint Hons) Humanities in the field of French and History SH340 BA (Hons) History and Sociology SH341 BSc (Hons) Psychology SH343 BSc (Hons) Sociology SH345 BSc (Hons) Political Science SH346 BSc (Hons) Sociology with specialisation in Gender Studies SH350 BSc (Hons) Communication Studies with specialisation in Business Communication

Duration: Contractual Period of 12-24 months

Experience: (Optional) Fresh graduates with previous internships in Communication/Administration

Remuneration: Under YEP Programme / Any other

Working Days/ Time: From Monday to Friday - 8:30 am to 5:00 pm

Send your CV/ Motivation Letter on: [hello@graysontalent.com](mailto:hello@graysontalent.com)

By: **28 April 2024**

Learn more on their company: [www.graysontalent.com](http://www.graysontalent.com)