



Who we are:

Steelcase was founded as an office furniture maker, and we've evolved into the global leader in workplace solutions. We apply our insights to the intersection of space, technology, and furniture, helping individuals and teams in leading companies around the world to have a better day at work.

We pursue innovation, strive for sustainability and develop insights in every part of our business.

Job vacancy

Talent Sourcing and Branding Intern (Talent Acquisition)

6 - 12 months determined period, full-time

An internship at Steelcase is a great way to build your career and explore your area of interest. Your skills and confidence will grow as you are challenged with meaningful work.

Why would you want to do this internship?

We are looking for a talented person who will help the Talent Acquisition team to attract the next generation of Steelcase employees. We want to hire smart and visionary challengers to support our company's growth. Will you help us with this mission?

What will you be doing to reach this mission?

Sourcing

- Sourcing for a variety of positions
- Developing a Talent Pool by searching for talents on LinkedIn and other recruiting platforms
- Identifying talents for niche profiles
- Track and analyze sourcing trends in the market

Recruitment & Employer Branding

- Support the full cycle of Employer Branding events
- Participate in recruitment events at Universities (company presentations, career fairs etc.)

- Liaising with student's organizations to guarantee an effective assistance regarding Steelcase' junior Job Opportunities and Internship programs
- Participate in in-house events organized and hosted by Steelcase
- Prepare and in charge of the recruitment marketing materials in collaboration with our graphic designers (flyers, banners, promotional materials)
- Publishing and monitoring adverts on Social Media channels, for all the employer branding & recruiting events
- Researching new events and Recruitment Market trends to increase Steelcase' talent attractiveness
- Gather all the data to ensure the tracking of our activities' results

Who are we looking for?

Education / Experience:

- Student or Graduate (Bachelor/Master) in Business Administration, Human Resources, Psychology, Economics or related fields
- Use of Social Media to promote Employer Branding
- Interest and/or experience in Events or Marketing initiatives (desirable)
- A short experience in Recruitment would be preferable
- Fluency in English (mandatory)

Skills/Abilities:

- Planning and organization skills - prioritize
- Ability to build strong and effective interpersonal relationships
- Ability to relate well to management, peers and HR colleagues
- Self-motivated / independent thinker
- Attention to detail and multitasking required
- Flexible, collaborative, with a proactive approach
- Customer orientation

How will we make sure that you get the most out of your internship?

- Receiving guidance from experienced and passionate professionals
- Designing a Personal Development Plan together with your coach
- Part of an inclusive culture where trust and empowerment are core values
- Work in an awesome and inspiring environment with the ability to choose spaces that suit your work and creativity
- Work in a global team, you can engage with your peers all around the world

We are proud to have a diverse and inclusive workforce, and we're always looking to get better. We value applicants who are comfortable interacting with people different than themselves. Women, people of any race or national origin, lesbian, gay, bisexual, and transgender people, veterans, working mothers and fathers, and everyone else are all invited to apply.

Steelcase provides employment opportunities to all qualified employees and applicants without regard to race, color, creed, genetic information, religion, national origin, gender, sexual orientation, gender identity and expression, age, disability, or veteran status and bases all employment decisions only on valid job requirements.