

## **Intern**

### **Key Responsibilities:**

- Generate target candidate lists through both online and telephonic means.
- Identify key talent based on the “Must-Have’s” of the client
- Prepare relevant documentation for the delivery of candidate screening activity
- Verbal contact with candidates via phone to collect key recruitment information and assess them for your case
- Data maintenance on a consistent and timely basis
- Report daily on project progress and results
- Provide market intelligence to other project members.

### **Qualification:**

- Ability to conduct cold-calls
- Good understanding of internet searching techniques
- Results-driven and can-do attitude
- Attention to detail, together with time management and problem solving skills
- Advanced knowledge of Microsoft Outlook, Word & PowerPoint
- Intermediate knowledge of Microsoft Excel.

### **About us:**

Futurestep is the global industry leader in high-impact recruitment solutions; offering fully customized, flexible services to help organizations meet specific workforce needs.

As a Korn/Ferry Company, Futurestep can meet a variety of workforce requirements; from RPO and project recruitment, to single search and consulting, our solutions apply a truly world-class capability to deliver talent with impact, providing the experience and global reach to identify, attract and retain the people who drive business success.

With 39 offices across 20 countries, we have global reach with a diverse network that ensures that we cover the breadth of the talent pool as well as providing the local knowledge and expertise

Please feel free to contact [Yoyo.Wang@KornFerry.Com](mailto:Yoyo.Wang@KornFerry.Com) for more detailed information. Thanks.