



Position Description **“Assistant Human resources / administrative”**

Type of contract: Internship
Location: Medellín, Colombia - Work online from home
Start: As soon as possible
Bonus: Salary fixed - Bonus on achieved objectives
Duration: At least 6 months (possibility of evolution)

Who are we ?

Gastronomie France (www.gastronomiefrance.org) is an actor in the hotel and restaurant industry in France and around the world. We help young international students or graduates in Hospitality or Cooking areas to do internships or to work in prestigious Hotels and Restaurants in France.

We are a young and motivated team. We are organized into a Candidates Department and Hotels and Restaurants Department.

Our organization is approved by the French Ministry of the Interior.

Your role :

You will play a vital role in coordinating the relationship between our organization and our candidates.

Its main objective will be to offer our services and support the entire process of human / administrative resources and consecutive tasks.

You will assess the profile of our candidates and will accompany them throughout the process until their arrival in France.

Mission Details:

Accompany the candidates before / during the process

- Preselection and selection of suitable profiles in the database
- Organize first interviews with candidates
- Send information about our process to interested parties
- Send administrative documents to candidates
- Preparation of the candidate's trip
- Follow-ups during and after being in France



Generate new partnerships with Anglophone and Francophone schools/universities

You will work independently

- Contact new schools
- Follow-up of interested schools
- Fully autonomous management of emails
- Carry out video conference Meeting to present our program (in English or French)

Manage the CRM Software used by our organization

Training will be provided to you

- Add new profiles
- Add new partner schools/universities
- Create candidate profiles
- Create forms to facilitate the monitoring of the team work

Required profile

- You have a BAC +3 / 4 / 5 Levels
- International Business and HR interest you
- You have a good relationship and communication skills
- You are fluent in French and have a good level of Spanish / willing to improve
- A good level of English is a plus
- You have the ability to collaborate and communicate. A good sense of organization and a good dose of dynamism to finish convincing us.

If you recognize yourself in these few lines, we invite you to fill out our [Gastronomy France Talent](#) form (offer code: MEDGF61). We will make a point of responding to you as soon as possible.

If you have any questions, you can contact us at:



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