

Drive the Future Program - Recruiting (Part Time)

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Company: JPMorgan Chase & Co.

Location: Buenos Aires

Category: other-general

Job Responsibilities :

This role will be based in Buenos Aires, supporting Brazil:

Support Recruiting end-to-end process for Internship Program

Coordinate and schedule interviews with candidates and hiring managers.

Screen resumes and applications to identify qualified candidates for open positions.

Conduct research and assist in the development of creative sourcing strategies.

Facilitate and maintain an active pipeline of Diverse Talent.

Support the team in organizing recruitment events, and other talent acquisition initiatives.

Collaborate with the HR team to enhance the overall candidate experience throughout the recruitment process.

Event coordination: Support the planning and execution of campus recruitment event, including career fairs, information sessions, workshops and networking events, manage promotional materials, and represent the organization professionally at events.

Data Management: Assist in tracking and analyzing recruitment metrics to evaluate the effectiveness of campus recruiting strategies. Compile reports and provide insights to optimize recruitment efforts.

Maintain a high level of professionalism and confidentiality.

Qualifications :

Currently enrolled in Bachelor's degree program

Strong communication and interpersonal skills with the ability to engage with diverse audiences

Details oriented with excellent organizational and time management skills

Proactive and resourceful problem solver with a positive attitude

Proficiency in Microsoft Office Suite and familiarity with applicant tracking systems

Fluency in English

Portuguese is a plus

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