InterContinental Hotels Group (IHG)
Talent Resourcing Intern

What’s your passion? Whether you’re into movies, monopoly or motorbikes, at IHG we’re interested in YOU. We love people who apply the same amount of care and passion to their jobs as they do their hobbies - people who help us create great hotels guests love.

At the moment we’re looking for an Intern to join our Talent Resourcing team at IHG. By bringing your energetic and enthusiastic approach to work everyday, we’ll give you the opportunity to support our Talent Resourcing team to ensure that we meet our people objectives and deliver on our employee promise Room to have a great start. This includes assisting with our graduate recruitment program I-Grad, providing day-to-day recruitment support and implementing candidate care initiatives.

Starting mid-May 2009 and based at Holiday Inn Potts Point, you’ll work with us 1 day a week for 6 months. We’re flexible as to what day of the week you work as we’re mindful that you need to fit us in and around your studies.

To be successful you’ll be a 3rd or 4th year student studying a Bachelors Degree in Commerce – Services Marketing (Tourism Marketing) at UNSW with a major/minor in human resources. You have a proven track record in a customer service environment, an ability to work in a team and ideally some previous administration experience. You’re known for your attention to detail, strong organisational skills and ability to communicate at all levels. Ultimately, you have a can do attitude and the desire to progress your career in hotels.

To apply, please submit your resume and covering letter outlining how you meet the above selection criteria to Tania Bucic at t.bucic@unsw.edu.au by Friday 24 April 2009. A short-list of candidates will be presented to IHG for an interview at Holiday Inn Potts Point.

To learn more about what it’s like to work with IHG, please visit our careers website www.ihg.com/careers
JOB TITLE: Intern – Talent Resourcing NSW/ACT
EFFECTIVE DATE: Week commencing 18 May 2009
DIRECTLY REPORTS TO: Manager – Talent Resourcing
LOCATION: Holiday Inn Potts Point
FUNCTION: Human Resources
SCHEDULE: 1 day a week

1. KEY RESPONSIBILITIES
Job Summary – (Role Summary)
As Intern – Talent Resourcing NSW/ACT, you’ll be working with our Talent Resourcing NSW/ACT team to ensure that we meet our people objectives and deliver on our employee promise Room to have a great start. You’ll also help us to build our working culture by supporting our IHG Winning Ways of Do the Right Thing, Show We Care, Aim Higher, Celebrate Difference and Work Better Together.

Essential Duties and Responsibilities
• Assist with our I-Grad (graduate program) recruitment drive including screening candidates via eCareers and the telephone, answering candidate enquiries, reference checking and event coordination.
• Create a database of unsuccessful I-Grad applicants for future recruitment activities.
• Contribute to the development and preparation of our AAHS Careers expo day including sourcing quotes, creating marketing collateral and coordinating resources.
• Support talent resourcing in recruiting band 1-6 roles including screening and rejecting candidates, writing and posting advertisements, organising McQuaig and Dalby Payne testing, organising interviews and reference checking potential candidates.
• Assist with candidate care initiatives and maintenance of candidate files.
• Assist with developing job templates for eCareers.
• Assist with conducting monthly audits and reports on eCareers usage in each NSW/ACT hotel.
• Conduct administrative duties such as, but not limited to:
  ⇒ updating the recruitment database and generating reports
  ⇒ updating tertiary contact list and calendar of events
• Participate in other ad hoc duties as directed.

Occupational Health and Safety Responsibilities
• Demonstrate an awareness of OHS&W policies and procedures.
• Work in conjunction with management in the implementation of OHS&W related initiatives.
• Actively report workplace hazards, injuries and accidents arising from workplace activities, providing recommendations for corrective actions to prevent or minimise the chance of recurrence.
• Where Personal Protective Equipment (PPE) is required to control exposure to hazards in the workplace, wear and maintain the PPE as directed or as required in OH&S procedures.
2. REQUIRED QUALIFICATIONS

Required Skills –
• Attention to detail
• Strong organisational skills, ability to work to deadlines and to prioritise effectively
• Ability to effectively communicate (written and verbal) across all levels of the organisation
• Ability to work in a team environment
• Can-do attitude
• Strong customer service focus
• Ability to live our Winning Ways (Do the Right Thing, Show We Care, Aim Higher, Celebrate Difference and Work Better Together)
• Desire to progress career in hotels

Qualifications –
• Currently studying towards a Bachelors Degree in Business, Hospitality Management or Tourism

Technical Skills –
Intermediate Microsoft Office skills – Outlook, Word, Excel and PowerPoint

Experience –
• Experience in a customer service environment
• Previous administration experience would be ideal but not required

4. KEY RELATIONSHIPS

Key Internal Relationships –
• Manager – Talent Resourcing NSW/ACT
• Area Director of Human Resources NSW/ACT
• Hotel Operations Leaders and Teams
• Human Resources teams within NSW/ACT
• Talent Development team

Key External Relationships –
• Internal and external candidates
• Suppliers e.g. tertiary institutions and graphic designers