



Noon Elite Recruitment

2016

Elite Internship Scheme



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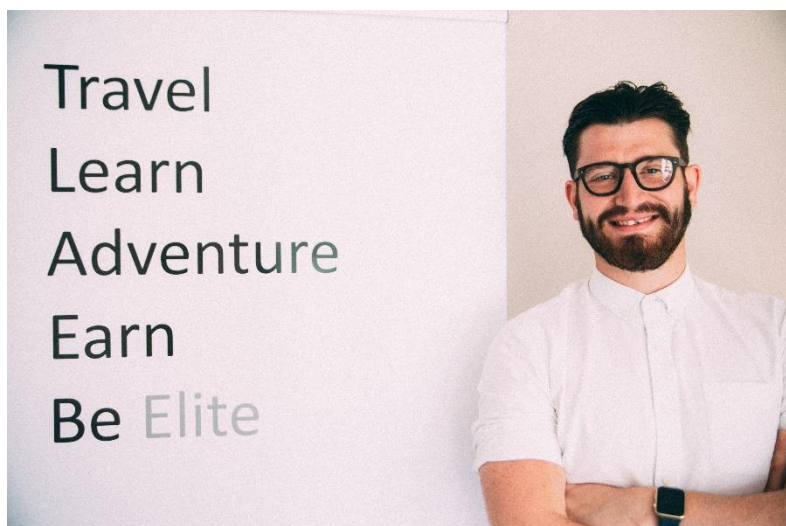
Introduction

Welcome to a structured programme to intensively prepare you for the modern business world. Our 11 week course has been developed around your university degrees to give you the professional edge and first-hand work experience in an international recruitment firm even before graduating.



What we do

Noon Elite Recruitment is a new global recruitment firm helping candidates find incredible opportunities all over the world. **Our mission: Amazing jobs for amazing people.** We travel the world to find life changing, adventurous and quality assured positions to help candidates get the most out of life. Our flagship position is to Teach English in China. We have been providing TEFL opportunities in China for over 2 years and have already placed hundreds of happy teachers and helped develop their careers. We pride ourselves on being the next level of recruitment firm, providing support and assistance not just until they are recruited but before, during and after their experience in China.





Expansion

Noon Elite Recruitment is currently planning expanding to lucrative teaching opportunities in the Middle East and providing internships in popular positions around the world. Our internships work by charging the applicant to fund the internship rather than the employer and this gives applicants the opportunity to gain the perfect work experience to set them up for their chosen career. For competitive careers such as investment banking this will give our candidates the edge to help land them their dream job with a top level employer.





The Scheme

Each year Noon Elite Recruitment welcomes applications from students from both The University of Nottingham and Nottingham Trent University. We have 10 vacancies each year with 5 interns from each university being accepted.

Dates

The scheme starts on Monday **31st October 2016** and lasts 11 weeks. As University alumni ourselves we appreciate students other commitments and our flexible programme is designed to work around the winter holidays and interns other academic commitments.

Location

Our new office is based on the University of Nottingham Jubilee campus in the Sir Colin Campbell building. Interns will be given full training on site with the office made available for them throughout the programme. During busy periods or time away interns also have the option to work remotely. This is aimed to teach interns effective working practice both in the office and in the field.





Work Profile

Week 1

- Introduction
- Social media introduction & Hootsuite training
- Advertising portal introduction
- Blog post writing

Weeks 2

- Briefing on the weeks updates
- Emailing/calling potential applicants
- Social media management
- Advertise on University portals
- Debriefing- chat with your personal agent about the day

Week 3

- Briefing on the weeks updates
- Blog post writing
- Social media management
- Advertise on University portals
- Debriefing- chat with your personal agent about the day

Week 4

- Briefing on the weeks updates
- Emailing/calling leads
- Social media management
- Advertise on University portals
- Debriefing- chat with your personal agent about the day





Week 5

- Briefing on the weeks updates
- Blog post writing
- Social media management
- Advertise on University portals
- Debriefing- chat with your personal agent about the day



Weeks 6

- Briefing
- Introduction to website development
- Emailing/calling potential applicants
- Social media management
- Advertise on University portals
- Debriefing- chat with your personal agent about the day

Week 7

- Briefing
- Blog post writing
- Social media management
- Advertise on University portals
- Debriefing- chat with your personal agent about the day

Weeks 8

- Briefing
- Emailing/calling potential applicants
- Social media management
- Advertise on University portals
- Debriefing- chat with your personal agent about the day





Week 9

- Briefing
- Blog post writing
- Social media management
- Advertise on University portals
- Debriefing- chat with your personal agent about the day

Weeks 10

- Briefing
- Emailing/calling potential applicants
- Social media management
- Advertise on University portals
- Debriefing- chat with agent about strengths and weaknesses

Week 11

- Briefing
- Blog post writing
- Social media management
- Advertise on University portals
- Summary- chat with agent about how you've developed over the Scheme. Future goals etc.





After the internship

Following the internship our interns will have the following:

- Improved verbal and written communication skills
- Increased your technical knowledge of international business & the recruitment industry
- You will possess a high calibre Social media management skillset
- Increased confidence
- First-hand experience in a modern professional working office environment

Progression

- Career prospects with ourselves should you enjoy the scheme and want to continue
- Fast tracked application should you apply for any of our positions
- Improved job prospects by having first hand work experience in an international recruitment firm

Apply

Applications should be submitted online at <https://www.nooneliterecruitment.com/elite-internship-programme/> . **Application deadline is October 18th**. Shortlisted candidates will be invited for an interview in October 2016. We look forward to hearing from you.

