

## Remote Intern (Executive Search Support) - Mehan Limited (Powered By Qureos)

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Company: Qureos Inc

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

**Job Title** Remote Intern - Executive Search Support

**Company Name:** Mehan

**Location** Remote (Full-Time Internship)

**Role Overview:** As a Remote Intern supporting our Executive Search Consultants, you will be an integral part of our team, assisting in various aspects of the executive search process. We are looking for smart, eager-to-learn candidates with a passion for business development and a keen interest in talent acquisition.

**Responsibilities:**

Assist in business development activities, including market research and client prospecting.

Support the Executive Search Consultants in candidate sourcing and outreach.

Learn and apply headhunting techniques to identify and engage potential candidates.

Contribute to the creation of compelling job descriptions and candidate profiles.

Conduct preliminary candidate assessments and assist in shortlisting processes.

Collaborate with the team on various administrative tasks related to executive search

projects.

Actively participate in team meetings and training sessions.

### **Job Requirements:**

Currently enrolled in a bachelor's program or holding a Diploma.

Smart, self-motivated, and willing to learn.

Excellent communication and interpersonal skills.

Strong organizational and time management abilities.

Passion for business development and talent acquisition.

Ability to work independently in a remote setting.

Availability for a full-time internship for 3-6 months.

Eagerness to contribute to the success of executive search projects.

Basic understanding of business concepts is a plus.

### **What We Offer:**

Remote internship with a flexible schedule.

Mentorship from experienced Executive Search Consultants.

Exposure to the dynamic field of executive search and talent acquisition.

Opportunities for skill development and networking.

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