

Talent Acquisition Programs Intern

Location: Site: Boston, MA
Global Level: <<xxx; To Be Completed by HR Central Liaison>>
Job Code: <<xxx; To Be Completed by HR Central Liaison>>
Reports To: Janice Oliver, Head of Talent Acquisition Programs
Date: December 9, 2021

This is what you will do:

The Talent Acquisition Programs Intern will support a variety of initiatives withing Talent Acquisition and will work collaboratively with Human Resource partners and key business groups to deliver unparalleled experiences for our candidates, patients, and stakeholders.

You will be responsible for:

- Providing overall support to the Head of Talent Acquisition Programs to include, but not limited to:
 - Assisting with the development of talent acquisition process documents and training guides
 - Developing flow charts and process documents related to the overall Talent Acquisition processes
 - Creating and updating Talent Acquisition training guides for systems and system enhancements
 - Maintaining the Talent Acquisition toolkit and internal content
 - Assist with day-to-day Talent Acquisition Programs support including:
 - Content development, social media posts, monthly newsletter creation and referral support
 - Analyzing applicant data and making recommendations for advertising and marketing strategy adjustments to attract a broader applicant pool
 - Creating recruitment marketing campaigns and content for social media channels in order to grow the company's employer brand
 - Assisting with the creation of new hire surveys
 - Analyzing data and reporting out findings
 - Maintaining the Talent Acquisition website
 - Provide general assistance to the TA team with basic recruiting and hiring initiatives and retention functions

You will need to have:

- Juniors/Seniors enrolled in undergraduate degree program in Human Resources, Business Administration, or related major is required
- GPA 3.0 (U.S. Standard) or higher
- Proficiency with Microsoft Word, Excel, PowerPoint, Outlook, and web-browsers
- Excellent communication and organizational skills
- Ability to quickly adapt to new work and handle multiple priorities



- Effectively work in an extremely fast-paced, dynamic environment
- Work collaboratively on a diverse team
- Passion for innovation and creativity
- Ability to maintain confidentiality of employees and company sensitive information
- Availability to work Monday through Friday, 40 hours per week.

We would prefer for you to have:

- Ability to quickly adapt to new work and handle multiple priorities
- Effectively work in an extremely fast-paced, dynamic environment
- Work collaboratively on a diverse team
- Passion for innovation and creativity

Position location: Boston, MA

Alexion Pharmaceuticals is a global biopharmaceutical company focused on developing life-changing therapies for people living with rare disorders.

Our Mission is to transform the lives of people affected by rare diseases and devastating conditions by continuously innovating and creating meaningful value in all that we do. Come join our team!