https://internshipgarage.com/job/hr-function-internship/

HR function Internship

About our Client
This is an exciting opportunity and introduction to the HR function in a fast paced and fun environment. The Intern will support a client group which includes employees working in Marketing, Sales, Finance, Innovation and Business Insights. The HR Intern will work closely with the HR Specialist and supports her with HR operations and projects.

The position will have exposure to different markets in the UK, Netherlands and other regions in Europe.

Job Responsibilities:

• HR Projects – creating a Google Site on HR Policies and Procedures, includes rolling out and communications
• Assist with creating innovative and exciting HR communication messages for staff on particular topics
• Assist HR Specialist with tasks and administration including on-boarding, benefits, compensation, employment documents, absence management and leaver process
• Identify employee engagement best practices and collaborate on action plans
• Other ad hoc tasks as required

Required Skills, Knowledge & Experience:
Currently studying towards a bachelor's or Master's degree in Human Resources, Business Studies or other related subjects.

• Excellent interpersonal and organizational skills
• Problem-solving capabilities necessary to accomplish the duties and tasks of the position
• Exceptional written and oral communication skills
• Proficient in Word, Excel, and PowerPoint
• Eligible to work in the UK

How to apply
To apply for this role and to find out more, please click on the apply button.

Employment Type
Internship

Application Deadline
June 29th

Duration of employment
8 Months

Industry
HR

Job Location
Liverpool

Base Salary
£ 14,000/Yearly

Date posted
March 26, 2018

APPLY NOW