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# Example of HR Intern Job Description

Our innovative and growing company is hiring for a HR intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR intern

* Support to the recruitment, admission and induction processes
* Coordination of the training activities in the country
* Communication with employees
* Collaboration to the Quality of Life initiatives
* Support to the international mobility processes
* Benefits purchase
* Administration of staff dossiers
* Support to the termination process
* Support day-to-day business
* Provide social media assistance with LinkedIn, XING, and Facebook

## Qualifications for HR intern

* Participate in the planning and execution of special events and
* Prepare presentations and materials
* Candidate currently studying psychology, human resource management or business
* Intermidiate English
* Conducting Exit Interviews for all Sales employees exiting the organization
* Address employee concerns and escalate to Director of Human Resources as needed or required