Downloaded from <https://www.velvetjobs.com/job-descriptions/hr-internship>

# Example of HR Internship Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HR internship. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR internship

* A strong network of professional contacts
* Support Talent Acquisition activities for ASEAN countries
* Liaise with all stake holders during hiring process
* Generate offer letters, and follow through up to on-boarding process
* Support internship engagement efforts across the region
* Support HR operational processes
* Partner with managers to support performance management, hiring plan and internal redeployment
* Collaborate with the HR managers team, recruiting team, Compensation & Benefits, Labor & Employment on specific tasks
* Actively support HR initiatives (including but not limited to awarding, engagement, workforce planning, competency model)
* Monitor HR metrics and formulate action plans based on results

## Qualifications for HR internship

* Fluent in both English & French
* Excellent written and verbal Spanish and intermediate English
* Microsoft office proficient user
* Ability to work independently on assigned tasks, collaboratively within HR and across other functions
* Served as officer of a club or leadership role in sports a plus
* BSC Human Resource Management or working towards a Bachelor's Degree in Human Resources