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# Example of Human Resources Trainee Job Description

Our company is hiring for a human resources trainee. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for human resources trainee

* Assist VP in filing of affirmative action and EEO reporting
* The decision on who will join our FTP program will be made within 2-3 days after the Assessment Center took place
* Video/Phone Interview
* Participate in job aids creation, job posting, CV Screening
* Organize and assist with interviews
* Gives support in multi country HR process design, securing end-to-end set up, related to all of our people and ES processes (Pensions, Benefits, Wellbeing, and Wellness, Health & Safety )
* Provides project support
* Phone-/Video Interview
* Assist in the scheduling and booking of training sessions via the learning management system and notify the relevant parties
* Organise and manage the administration and logistical aspects of learning actions offered to our staff

## Qualifications for human resources trainee

* Excellent command of verbal and written English, preferably with Chinese language
* Dutch – fluently is a prerequisite
* Human Resources is for you a passion
* Students enrolled or accepted for enrollment (see REQUIREMENTS below)
* You may be required to obtain and maintain a security clearance
* Must be registered for Selective Service, see Other Information below