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# Example of Internship HR Job Description

Our innovative and growing company is looking for an internship HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for internship HR

* You advise on creative and innovative communication tools and methods
* You will coordinate the communications and events in the HR Community agenda together with internal stakeholders and external service providers
* You will be member of a project team for the development and implementation of a HR portal (both design and content) within our existing intranet
* Internship period from 1 July to 29 December 2017
* Have close contacts with the stakeholders (including Social Partners and Business Unit Leaders)
* Discuss opportunities to extend "Ecosystems" solutions (Champions for Growth, Placement at Clients, Experience@Work)
* Discuss and design workforce solutions for older employees in line with CLA 104
* Intern hiring positions – responsible for full recruitment process flow for any intern positions
* Currently pursuing a Master’s Degree in Human Resources or a related field
* Basic knowledge in HR Administration, Payroll Process and HR Information Systems

## Qualifications for internship HR

* Pro activeness, speed and flexibility are needed 100% of the time good mood!
* Generation of training reports for Asia Pacific region
* Preparation of Development Needs Analysis exercise for FY1718
* Capturing of non-training related development activities for discussion with stakeholders
* Support the deployment of the overall HR strategy
* Managing the operational side of HR topics across the assigned business unit