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# Example of Internship HR Job Description

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

## Responsibilities for internship HR

* Learn about the employee life cycle management
* Take part in recruitment admin activities
* Improve your area of expertise by offering HR support
* Help solve HR related queries and create the necessary administrative documentation
* Partner with the HR Tech team to assist with documentation, reporting, testing, and other tasks to support the configuration, testing and implementation of Workday HRIS enhancements
* Maintain all data in your scope
* Provide administrative services
* Contact with instructors and participants
* Hands-on experience while completing your studies
* Organizational and industry knowledge

## Qualifications for internship HR

* Positive, curious enthusiastic with “can do” attitude
* 6 months previous Internship experience in a Human Resources Generalist position and in a fast paced diversified manufacturing environment will be considered a plus
* Fluency in spoken and written Dutch is a must!
* Bachelor’s Degree in Economics, HR Management or related field (recently graduated or in progress)
* Proficient in both Windows and Mac
* Creative, technology savvy