



Example of HR Internship Job Description

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Our growing company is hiring for a 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

- Process employee paperwork
- Prepare new hire folders
- Establish and maintain administrative systems
- Help in Recruitment activities
- HR Onsite Support
- Providing support for the full scope of HR generalist activities for the Spain
- Employee Induction and orientation
- Communications and Policy
- Proactively manage HR systems in order to maintain data integrity/search for data/queries/workflow management
- Provide operational support in areas such as recruitment, database management and employee queries of moderate complexity

Qualifications for HR internship

- Fluent in Mandarin preferred, but not required
- A passion for employee Hire Experience, Wellbeing & Inclusion and continuous Learning & Development
- This vacancy is ONLY for citizens/PR
- Highly accurate and results-oriented, self-starter who can work independently while still a team-player, enjoy to learn and share with others
- Great communications skills and fun personality

