



Example of HR Trainee Job Description

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Our innovative and growing company is looking to fill the role of HR trainee. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for HR trainee

- Designing, developing and implementing communication plans (along with recommended channel of communication) in the company ensuring proper internal communication flow within the organization (both traditional / digital)
- Design, edit, write and deliver the Company in-house eZine and other newsletters
- Track media coverage on the Company and Competition
- Draft and release Corporate advertisements / PR efforts
- Help cascade the Company's results to employee on a monthly basis
- Support brand PR as when necessary including corporate Image Building activities
- Any other communication/ change management related activities
- Support with planning and executing change management, communications, and training activities as part of the development program
- Produce analysis to support the planning and implementation
- Help in other program tasks such as material and documentation creation

Qualifications for HR trainee

- Team player skills with ability to also work independently
- Interest in International HR Management area in the Business in general
- Organize training registration and training logistics(hotel's booking, training rooms, sending information to participants, billing information)
- Coordinate trainings and support local training coordinators

- University studies in a relevant field, Behavioral Sciences, Psychology, Economics, with preferably 80% of studies completed