



# Example of HR Trainee Job Description

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Our company is growing rapidly and is looking for a HR trainee. 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 trainee

- Partner with the Staffing Center Of Excellence and recruiting team to assist with flawless execution of the staffing process at all levels of the organization
- Partner with HR Services on core services addressing opportunities for improvement
- Assist in HR audits, both internal and external
- Partner with the HR Centers of Excellences including HR Services, Staffing, Compensation & Benefits, among others
- Shadow HRG's to learn about core components of HRG role at HON
- Participate in HR projects
- Conduct testing in the Workday solution according to defined test cases
- Describe own test defects and review test defects from other users, conduct retesting
- Define possible new test cases and testing instructions
- Help in other project tasks such as training material creation

## Qualifications for HR trainee

- Independent and proactive way of working
- Analytical and organized approach
- Genuine interest (experience is an asset) in analytics, communications and driving the change
- Motivation to work in a fast moving international environment

