



# Example of HR Trainee Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is searching for experienced candidates for the position of 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

- You compose journalistic texts for corporate publications and our internal social network
- Moreover, you create HR-related content to support internal HR projects and familiarize employees with our HR policies
- You assist in the planning and realization of HR Communications projects
- Content management of the HR Intranet and coordination of our HR newsletter is also your responsibility
- You coordinate communication activities with external agencies and providers
- Supporting recruitment processes with sourcing activities - Boolean search, Google search - LinkedIn, Xing, Twitter, Meetup
- Support logistics and organization of recruiting events, including relations with students
- Ensure follow-up of recruiting events, including student feedback surveys, asking for inputs from BCG staff on student attendees
- Maintain database on all aspects of the recruiting cycle
- Assist organization and scheduling of recruiting process, coordinating candidates and interviewers attendance

## Qualifications for HR trainee

- Some HR working experience
- Some practical working experience with HR systems

- Genuine interest in HR processes, methods and tools
- Motivation to work in a fast moving international and multicultural environment
- Completed university degree in communications, journalism, media studies or similar