



# Example of HR Trainee Job Description

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Our growing company is hiring 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

- Provide administrative support to team, including Recruiting Directors, Recruiting Manager and School Captains
- Meet and exceed sales targets by developing and growing relationships with SBS accounting firms by acting as a business partner with SBS and accountants to provide PEO, Comp Services, and ASO HR strategies for their clients
- Maintain weekly strategic activity levels of a minimum of 40 face-to-face accountant meetings with a goal of 8 referrals and 1 closed units a month
- Work together with HRBPO and SBS SM, SE and Channel Executive to develop executive calling list to establish new accountant relationships with firms with strongest fit industry specific client base
- Book meeting rooms and order catering
- Prepare course materials and meet and greet the trainer
- Create and maintain training course invitations
- Send training pre-work and post-work information to our course participants for completion
- Solve training enquiries from customers via a HR ticketing system during staff absence
- Maintain a training tracking tool and collaborate with your dedicated learning specialist

## Qualifications for HR trainee

- Great empathy for a wide range of stakeholders and ability to comprehend the needs of your internal customers
- Capability to present complex issues and in an intelligible manner
- Ability to work in a structured environment as part of an international team
- Ongoing University or College degree (BA or MA)
- Taking minimum 30 hours/week for long term (6 month - 1 year)