



Example of HR Trainee Job Description

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Our growing company is looking to fill the role of HR trainee. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for HR trainee

- Provide ad hoc support for OE management and your dedicated mentor on projects as required
- Create purchase orders, receive invoices and process for payment via procurement system
- Attend meetings for your projects and training you support and suggest new ideas for improvement
- Create meeting agendas and minutes and follows up on actions
- Customer survey rating > 85%
- Support in recruitment process when needed
- Take care of absence administration
- Answer standard questions from employees regarding labor conditions, personnel regulations and other HR related subjects
- Ensure compliance with company policies, government rules and employment legislation
- Opportunity to develop leadership skills and true business experience

Qualifications for HR trainee

- Flexible and dynamic approach to work
- Last year of Bachelor's degree
- Strong communication skills (written and oral) both in Spanish and English
- Spill response training for pipeline and rack area imperative

