

# HR INTERN, POZNAŃ

## Role overview

Do you have an interest in HR? Does the idea of working in a multicultural and international company excite you? We have an ideal opportunity for you as we are looking for a motivated HR Intern to join the HR Business Partnering team in Carlsberg Group, based in Poznań, Carlsberg Shared Services. At CSS, we work with a wide range of core HR processes and projects.

## What you'll be doing

- Learning & Development Administration - Managing our training programs end-to-end (collaborating with training vendors, arranging programs and invites, creating courses in our SAP system, sharing material with participants, coordinating with trainers, collecting feedback, invoicing, and other related activities)
- Communication - Managing our Intranet page (adding new information, updating existing pages, posting informative articles, supporting HR Partner with communication activities, running internal communication campaigns)
- Assisting the Sr. Talent and HR Business Partner with various ad hoc tasks and ongoing projects

## We are looking for colleagues who:

- Are solution-oriented
- Can focus and prioritize tasks in a busy environment
- Can work well in a team in a remote setup, but can take responsibility for their tasks
- Willing to ask questions and suggest improvements
- Are fluent in English, both spoken and written.
- Are pursuing or have a degree in Human Resources, Business Administration, or have an interest in these areas
- Are available for at least 20 hours per week

## What you can expect

- 6 months of paid internship with a chance of extension
- Flexible working hours
- Working in a hybrid mode
- English as a main internal communication language
- Possibility to gain business knowledge and practical skills in international, diverse teams
- Amazing events, e.g. after work beer events

To apply please [click](#) here.

We read applications continuously and vacancies may be filled anytime. We look forward to receiving your application.