

RECRUITMENT & TRAINING INTERN, POZNAŃ

Role & team overview

Does it sound interesting and challenging to be part of probably the best HR team? If so, we have the perfect opportunity for you!

We are currently looking for an enthusiastic Intern to join our HR team. This is an amazing opportunity to contribute to the development of the Talent Attraction & Acquisition as well as to Learning & Development areas.

As a Recruitment & Training Intern, you will support our team in administering recruitment and learning processes while participating in ongoing HR projects.

What you'll be doing

- Support the administration of recruitment processes, including system tasks, CV selection, shortlisting candidates, and sending feedback messages.
- Schedule phone and online interviews.
- Assist with the creation and posting of job advertisements.
- Provide administrative support for Learning & Development activities, such as system tasks, scheduling and coordinating trainings, reporting, granting access, and sending surveys.
- Update and maintaining dedicated SharePoint websites.
- Participate in other HR projects and tasks as required.

We are looking for a colleague who:

- Communicates effectively in English.
- Embraces a teamwork-oriented approach.
- Is available for approximately 30 hours per week.
- Possesses strong analytical skills, dedication, and attention to detail.
- Is passionate about People and HR.
- Thrives in an international environment and is a team player.
- Has a good working knowledge of the MS Office suite.

What you can expect

- A 6-month paid internship.
- English as the primary language for internal communication.
- Flexible working hours to accommodate your university schedule.
- Opportunity to gain business knowledge and practical skills while working in international, diverse teams.
- Collaboration with top-class professionals through daily tasks and training sessions.
- Convenient location in the heart of a vibrant city.
- Exciting events, such as after-work beer events

Click [here](#) to apply for the Recruitment & Training Intern position
We review applications on an ongoing basis, and positions may be filled at any time.
We look forward to receiving your application.