

(Mandatory) Internship HR

Germany

For more than 18 years companies of all sizes rely on HighCoordination's management and IT consulting to solve relevant BI, planning and digitalization challenges - efficient, modern and reliable.

Are you looking for an internship?

Then this is the right place for you to get a first impression of the HR everyday business routine and to take part from the very beginning.

Location: Radolfzell

Starting date: August / September 2019

Duration: 3 months or more

Form of internship: Mandatory (preferred) or voluntary

What you can expect:

Active participation and comprehensive insight into the HR area:

- Recruiting: cooperation in the recruiting process; evaluation of different job platforms
- Active sourcing: talent search via social media
- University marketing: evaluate and connect with relevant universities
- HR administration: Template creation, filing, file maintenance etc.
- HR reporting: Insights into key figures and reporting of personnel-relevant numbers

Additional insight and support of the following areas:

- Accounting
- Office management
- Marketing and sales
- Assistant to the management

Which requirements should you meet?

- 2-3 semesters of an economic HR-oriented study
- Great interest in Human Resources
- Ideally first office experience
- Motivation, willingness to learn and ability to solve problems
- Pleasure in direct communication and ability to express precisely in written form
- Excellent knowledge of MS-Office
- Fluent in German and English

What can you expect?

- Fair compensation of a (mandatory) internship
- Flexible work schedule
- A competent and open-minded team

Are you interested?

If so we want to get to know you. Please send us your complete application documents (with application letter, curriculum vitae, training and working certificates in a PDF document), indicating your preferred internship period, to jobs@highcoordination.de. For further information, please contact Mrs. Stephanie Jäger.

We are looking forward to receiving your application!