**Job Title: HR Intern**

**Department/Unit: Human Resources**

**Reports to: HR Director**

**MAIN PURPOSE OF ROLE:**

Are you passionate about Human Resources and keen to gain experience within a multicultural environment? Do you want the chance to learn and help deliver in the full cycle of HR processes? If so, you are the person we are looking for to join our Company! We a in young, dynamic individuals who have the drive to succeed in a career in Human Resources.

As part of our company, you will be given a high degree of responsibility and autonomy in your tasks from day one, under the continuous guidance of our HR team. You will be dealing with candidates and our Arriello employees and ensuring the smooth running of the HR processes. You will also have tasks related to designing and implementing new tools and processes for our people.

**ROLE DESCRIPTION**

We are looking for a part-time Intern, who would like to learn more about complex HR processes and be part of international company based in Prague.

**KEY RESPONSIBILITIES:**

* Manage some small independent projects to support both your and our development
* Updating company databases for new employee and employment details
* Learn about and conduct screening processes for recruitment
* Work with social tools and job boards to support the recruitment process
* Organizing interviews and shadow recruiters in the interview process
* Assisting HR in gathering market data for skills and salaries across the EMEA region
* Prepare and send offers and notice letters to candidates.
* Coordinating new hire orientations so they have a good onboarding process
* Responding to staff inquiries regarding HR policies, employee benefits outside of Czech Republic and other HR-related matters as required.

**MINIMUM QUALIFICATIONS:**

* The ability to work as part of a team – we like to have fun in the office 😊
* Effective communication skills
* Very good English skills – C1 or native level
* Bachelor’s degree (ideally in humanities / administration to support your career goals)
* Proficiency in Microsoft Office applications
* Strong analytical and problem-solving skills
* Excellent administrative and organizational skills

**WHAT WE CAN OFFER?**

* We will help with food and transport allowance for the intern
* Flexible working hours
* Friendly work environment
* Multinational team with 24 nationalities
* Dog-Friendly office