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Job-Center

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Job offer details

Status: Ongoing

Application Deadline: As long as the vacancy is listed on our Career Site, we are happy to receive your application

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HR Intern

HENKEL IS FOR THOSE WHO STEP UP. DO YOU?

At Henkel, you can make a difference and craft your career. That's why you own your projects and take full responsibility from an early stage. Our unique brands in markets around the world open up countless opportunities to follow your convictions and explore new paths. If you have an entrepreneurial mindset that allows you to always think out of the box - take the chance and shape the digital future together with us.

YOUR ROLE

- Assisting with recruitment process.
- Co-ordinate training and follow up on completion of training and update the training matrix.
- Work closely with Talent and Learning Manager on performance management projects, EES Surveys etc.
- Work close with HR Specialist on Time and Attendance System (monitoring and downloading working hours).
- Prepare induction and onboarding packs for new employees.
- Coordinating social events; social corporate responsibility events, HR Roadshows, Wellness Day, union meetings.
- Prepare couriers paperwork related to HR Team, ordering supplies for the HR team, PTP process and willing to learn and rotate various areas of HR.
- Support payroll initiatives and roadshows.

YOUR SKILLS

- Diploma or Degree in Human Resources or related sciences.
- 0-1 year experience will be sufficient.

JOB ID: 21012422

Contract & Job type: Full Time, Limited Term

Contact information for application-related questions: recruitment.ssa@henkel.com

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