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Human Resources Intern (9 months)

Locations: Johannesburg, South Africa

Categories: Human Resources

Req ID: 227440

Brand: Estée Lauder Companies

Job Description

Are you passionate about kickstarting an exciting career in Human Resources? If so, we currently have an opening for a unique opportunity within the Human Resources department at Estee Lauder Companies. One of our core values is to encourage employee to "Lead from every Chair" and we invite passionate and ambitious graduates to come and join our team, which is often described as a rare mix of family values with a high-performing culture.

Position Summary

The Human Resources Intern is responsible to work collaboratively with the HRD to ensure organisational outcomes are achieved. **This position offers a challenging work environment and exciting opportunity to gain valuable skills in the HR profession.**

The candidate will have access to a range of confidential information and so will require the personal characteristics of discretion and integrity.

Key responsibilities but are not limited to:

- Provides a professional, confidential, project coordination and execution to the HRD.
- Will act as the HR Lead on all HR Projects, HR Launches and Key HR Milestones. This includes communication, budget for project, resources and managing timelines.
- Curate content, analyse trends through research methodologies
- Professional presentation skills
- High attention to detail and organisational skills
- The ability to work autonomously and contribute to the team
- The ability to manage multiple priorities and time management
- Good planning, organisational, analytical and decision-making skills
- Positive outlook driven and passionate

Qualifications

Qualifications / Knowledge

- Bachelor's degree in Human Resources; Minimum 2 years of work experience in related duties
- Skill in managing, examining and re-engineering operations and procedures
- MS Office proficient

Job: Human Resources

Primary Location: Europe, Middle East, Africa-ZA-GP-Johannesburg

Job Type: Internship

Schedule: Full-time

Shift: 1st (Day) Shift

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