3876 6481 Praktikum Human Resources (w/m/d) You support our team as a  
  
Internship Human Resources (f/m/d)  
  
Your tasks  
  
- You support the preparation and advertisement of job advertisements in German and English  
- You can also view the applications received in our online application management tool (Workday)  
- In the course of correspondence with applicants, you will coordinate the dates of job interviews  
- You will also support HR administration at an international location, particularly with regard to salary changes, transfers and the processing of employee inquiries  
- By working with us, you will gain exciting insights into the wide range of tasks and processes in the human resources department of an innovative and growing location  
  
  
your profile  
  
- You are currently studying economics, organizational psychology or a comparable course (ideally with a focus on human resources)  
- An internship from July 2023 is a mandatory part of your studies and comprises at least 3 months according to your study regulations  
- You are characterized by an independent, committed and reliable way of working and count a quick comprehension as well as good communication skills and trustworthiness among your strengths  
- You feel confident in using Microsoft Office  
- Very good knowledge of German and English round off your profile  
  
  
Some of your benefits  
  
Programs to increase expertise and skills.  
  
Enter a diverse world of innovation.  
  
Make a difference with commitment, sustainability and social commitment.  
  
Flexible working opportunities for personal success and satisfaction  
  
Problem-free, stress-free connection by car or public transport.  
  
Further information  
  
Janina Horning  
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