



**PROJECT TOPIC 1 HUMAN RESOURCES (HR) INTERNSHIP**

**INTERNSHIP DURATION: 4-6 MONTHS**

**KEY RESPONSIBILITIES:**

Provide support to the HR team in their day to day responsibilities:

- Create and improve material for recruitment (Optimize candidate database, technical testing Formats)
- Support the hiring team in the recruitment process (post and update vacancies, process further the shortlisted profiles, coordinate interviews...)
- Support on onboarding
- Support on daily HR Operations and record-keeping
- Support on certain HR projects

**CANDIDATE PROFILE & REQUIREMENTS:**

Internship project recommended to business management or HR students who have relevant skills and interests.

Requested competencies:

- Good English & French command
- Good knowledge in MS- Excel
- Team work oriented
- Adaptability & Flexibility
- Creativity