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ADTECH: HR Internship Programme 2024 New Application

Description

ADTECH is seeking a highly motivated and detail-oriented HR Intern to join our team. This internship offers a unique opportunity to gain hands-on experience in various aspects of human resources within a dynamic and fast-paced environment. The HR Intern will work closely with our HR team to support recruitment, employee relations, training and development, and other HR functions.

Responsibilities

- Assist with recruitment efforts, including posting job openings, screening resumes, and scheduling interviews.
- Coordinate onboarding and orientation processes for new hires.
- Maintain HR databases and employee records, ensuring accuracy and confidentiality.
- Support employee relations initiatives, including handling inquiries and assisting with conflict resolution.
- Assist with the development and implementation of HR policies and procedures.
- Contribute to training and development initiatives, including organizing training sessions and workshops.
- Provide administrative support to the HR team, including drafting correspondence and preparing reports.

Qualifications

- Pursuing a degree in Human Resources, Business Administration, or a related field.
- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Previous internship or work experience in HR is a plus but not required.

Job Benefits

- Gain valuable hands-on experience in the field of human resources.
- Opportunity to work with a dynamic and collaborative team.
- Flexible work hours and potential for remote work (if applicable).
- Potential for future employment opportunities with ADTECH.

Contacts

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position.

Join ADTECH and take the first step towards a rewarding career in HR!

Hiring organization
ADTECH

Employment Type
Intern

Duration of employment
3 Months

Industry
Technology, Information and Internet

Job Location
Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours
09

Date posted
May 5, 2024

Valid through
14.02.2028

