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Alstom (GIBELA Transport Rail): HR Internships 2024 Apply Now

Description

We are seeking a highly motivated and enthusiastic HR Intern to join our team at Alstom (GIBELA Transport Rail). 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 successful candidate will work closely with our HR team to support various HR initiatives and projects.

Responsibilities

- Assist with recruitment and selection processes, including job postings, screening resumes, scheduling interviews, and conducting reference checks.
- Support HR administrators in maintaining employee records, including updating personal information, contracts, and documentation.
- Assist in organizing and coordinating employee training and development programs.
- Participate in HR-related projects, such as employee engagement initiatives, performance management, and HR policy development.
- Provide administrative support to the HR team, including preparing documents, filing, and handling inquiries from employees.
- Contribute to maintaining a positive and inclusive work environment by supporting diversity and inclusion initiatives.
- Collaborate with other departments to support HR-related activities and projects as needed.

Qualifications

- Currently enrolled in a Bachelor's or Master's degree program in Human Resources Management, Business Administration, or related field.
- Strong interest in pursuing a career in HR.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and strong organizational skills.
- Prior internship or work experience in HR is a plus.

Job Benefits

- **Professional Development:** Gain practical experience and develop skills that will enhance your future career opportunities in HR and beyond.
- **Mentorship:** Receive guidance and mentorship from experienced HR professionals who are committed to your growth and success.
- **Networking Opportunities:** Connect with colleagues and industry professionals, expanding your professional network and learning from diverse perspectives.
- **Exposure to Cutting-edge Projects:** Contribute to innovative HR initiatives and projects that have a direct impact on the success of our

Hiring organization

Alstom

Employment Type

Intern

Duration of employment

3 Months

Industry

Rail Transportation

Job Location

Midrand, Gauteng, South Africa,
Midrand, Gauteng, South Africa

Working Hours

09

Date posted

May 13, 2024

Valid through

16.02.2028

organization.

- **Flexible Work Environment:** Enjoy a flexible work schedule that allows you to balance your internship with other commitments such as coursework or personal obligations.
- **Team Collaboration:** Collaborate with talented and passionate professionals who are dedicated to driving excellence in the rail transport industry.
- **Recognition and Appreciation:** Receive recognition for your contributions and efforts, fostering a culture of appreciation and mutual respect.

Contacts

Interested candidates should submit their resume and a cover letter outlining their interest in the HR internship position at Alstom (GIBELA Transport Rail).

At Alstom (GIBELA Transport Rail), we are committed to fostering an inclusive and diverse workplace. We encourage applications from individuals of all backgrounds and identities. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.