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Shoprite: HR Internships 2024 / 2025 Latest Opportunities

Description

Shoprite is offering an exciting opportunity for a motivated and enthusiastic individual to join our Human Resources team as an HR Intern. This internship will provide hands-on experience and exposure to various aspects of HR operations within a fast-paced retail environment.

Responsibilities

- Assisting with recruitment and selection processes, including posting job vacancies, screening resumes, and scheduling interviews.
- Supporting employee onboarding and orientation activities, ensuring a smooth transition for new hires into the organization.
- Assisting with HR administrative tasks such as maintaining employee records, updating databases, and organizing personnel files.
- Participating in employee engagement initiatives and events to foster a positive work culture.
- Assisting with HR projects and initiatives as assigned, gaining valuable insight into HR strategy and implementation.
- Providing support in performance management processes, including conducting evaluations and tracking employee performance metrics.
- Assisting with HR compliance activities, including ensuring adherence to company policies and procedures as well as relevant labor laws.

Qualifications

- Currently enrolled in a Bachelor's or Master's degree program in Human Resources Management, Business Administration, or a related field.
- Strong communication and interpersonal skills, with the ability to interact effectively with employees at all levels of the organization.
- Excellent organizational skills and attention to detail, with the ability to manage multiple tasks and prioritize responsibilities effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with HRIS (Human Resources Information Systems) is a plus.
- A positive attitude, eagerness to learn, and willingness to take on new challenges.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Job Benefits

- Hands-on experience in a dynamic HR environment within a reputable retail company.
- Mentorship and guidance from experienced HR professionals.
- Opportunity to network with industry professionals and gain valuable insights into the retail sector.
- Competitive internship stipend.

Hiring organization

Shoprite

Employment Type

Intern

Duration of employment

3 Months

Industry

Food and Beverage Services

Job Location

Durban, KwaZulu-Natal, South Africa, 4001, Durban, KwaZulu-Natal, South Africa

Working Hours

09

Date posted

May 3, 2024

Valid through

19.02.2029

Contacts

If you are interested in this HR internship opportunity with Shoprite, please submit your resume and a cover letter outlining your qualifications and motivation for applying. Please specify "HR Internship Application" in the subject line.

Join us at Shoprite and embark on a rewarding journey of professional growth and development in the retail industry!