

Internship Human Resources Training & further education (m/f)

Responsibilities / Your new area of work:

- Support in the organisation of staff training
- Registration for examinations
- Organisation of language trainings
- Supervision of an in-house series of keynote speech events
- Maintenance of our trainings -database
- Support in the development of our employee portal

Required qualification:

- Student (branch of study e.g. business administration)
- Fundamental knowledge of business management and company structures
- Organisation talent, conscientiousness and reliability
- Excellent written and spoken English and German skills
- Fast and reliable manner of working
- Strong social and communication skills
- Ideal: a successful completion of an internship in HR

Compensation / We can offer you the following outlook:

- Challenging tasks
- Working with a high level of responsibility
- Using as reference project
- Working in a young, friendly and dedicated team
- Interest in a long-term cooperation (e.g. working student job afterwards)

Contact person:	Stefanie Seifert
Application to:	bewerbungen@comparex.de

We support your success!