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Discovery: HR Internships Latest Hiring 2024 / 2025

Description

Discovery is seeking a motivated and enthusiastic Human Resources Intern to join our team. This internship offers a unique opportunity to gain hands-on experience in various facets of HR, including recruitment, employee relations, training and development, and HR administration. As an intern at Discovery, you will have the chance to work closely with seasoned HR professionals, contribute to meaningful projects, and develop valuable skills that will lay the foundation for a successful career in HR.

Responsibilities

- Assist with recruitment efforts, including sourcing candidates, reviewing resumes, and scheduling interviews.
- Support employee onboarding and orientation processes, ensuring a smooth transition for new hires.
- Contribute to the development and delivery of training programs and initiatives.
- Assist with HR administrative tasks, such as maintaining employee records and updating HR databases.
- Participate in employee engagement activities and initiatives to promote a positive work culture.
- Support HR projects and initiatives as needed, including research, data analysis, and report generation.
- Collaborate with team members to identify areas for process improvement and efficiency.

Qualifications

- Currently enrolled in a Bachelor's or Master's degree program, preferably in Human Resources Management, Business Administration, or a related field.
- Strong interest in pursuing a career in HR and eagerness to learn about various HR functions.
- Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
- Detail-oriented with strong organizational skills and the ability to manage multiple tasks simultaneously.
- Proficiency in Microsoft Office applications, particularly Excel, PowerPoint, and Word.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Job Benefits

- Hands-on experience in a dynamic and collaborative HR environment.
- Mentorship and guidance from experienced HR professionals.
- Exposure to diverse HR functions and projects.
- Networking opportunities with industry professionals.
- Potential for future employment opportunities based on performance and

Hiring organization

Discovery

Employment Type

Intern

Duration of employment

3 Months

Industry

Financial Services

Job Location

Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours

09

Date posted

November 3, 2024

Valid through

12.02.2028

business needs.

Contacts

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the Human Resources Intern position at Discovery. Please send your application with the subject line "HR Intern Application - [Your Name]." Applications will be accepted until [closing date]. We look forward to hearing from you!