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LegalWise: Human Resource Internships New Hiring 2024

Description

We are currently seeking a motivated and enthusiastic Human Resource Intern to join our team. This internship presents a unique opportunity for individuals interested in gaining hands-on experience in the field of human resources within a legal services environment. The Human Resource Intern will work closely with our HR team to support various aspects of HR operations, including recruitment, employee relations, training and development, and administrative tasks.

Responsibilities

- Assist with the recruitment process by sourcing candidates, screening resumes, scheduling interviews, and coordinating recruitment activities.
- Support the onboarding process for new employees, including preparing paperwork, conducting orientation sessions, and facilitating introductions.
- Contribute to employee relations initiatives by responding to inquiries, resolving minor issues, and maintaining positive employee morale.
- Assist with training and development programs, including scheduling training sessions, tracking employee participation, and evaluating program effectiveness.
- Collaborate with the HR team to maintain accurate employee records, update HR databases, and ensure compliance with legal requirements.
- Provide administrative support to the HR department, including organizing files, preparing documents, and responding to routine inquiries.

Qualifications

- Currently enrolled in a Bachelor's or Master's program in Human Resources Management, Business Administration, or a related field.
- Strong interest in pursuing a career in human resources within the legal services industry.
- Excellent communication and interpersonal skills, with the ability to interact professionally with employees at all levels.
- Detail-oriented with strong organizational and time management skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.

Job Benefits

- Hands-on experience in a professional environment with exposure to various aspects of HR operations.
- Mentorship and guidance from experienced HR professionals.
- Opportunity to contribute to meaningful projects and initiatives.
- Potential for growth and development within the organization.
- Flexible scheduling options to accommodate academic commitments.

Hiring organization

LegalWise

Employment Type

Intern

Duration of employment

3 Months

Industry

Law Practice

Job Location

Roodepoort, Gauteng, South Africa, 1709, Roodepoort, Gauteng, South Africa

Working Hours

09

Date posted

November 2, 2024

Valid through

12.02.2028

Contacts

To apply for the Human Resource Intern position at LegalWise, please submit your resume and a cover letter outlining your interest in the role and relevant qualifications. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

LegalWise is an equal opportunity employer and is committed to diversity in the workplace. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities.