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OUTsurance: Human Resource Internships 2024-25 Latest Job Opening

Description

OUTsurance is a leading insurance provider in South Africa, dedicated to delivering exceptional service and innovative insurance solutions to its clients. With a commitment to excellence and a focus on creating meaningful relationships, OUTsurance strives to make a positive impact on the lives of its customers and the community.

OUTsurance is seeking a dynamic and motivated individual to join our Human Resource team as an Intern. This internship offers an exciting opportunity for candidates who are passionate about human resources and eager to gain practical experience in a corporate environment.

Responsibilities

- Assist with recruitment activities, including sourcing candidates, screening resumes, and scheduling interviews.
- Support the onboarding process for new employees, including paperwork completion and orientation sessions.
- Assist in maintaining employee records and databases, ensuring accuracy and confidentiality.
- Contribute to HR projects and initiatives, such as employee engagement surveys, training programs, and HR policy reviews.
- Provide administrative support to the HR team, including managing correspondence, filing documents, and organizing meetings.
- Collaborate with other departments to facilitate effective communication and support HR-related initiatives company-wide.
- Stay updated on relevant employment laws and regulations to ensure compliance with HR practices and policies.

Qualifications

- Currently pursuing a degree in Human Resources Management, Industrial Psychology, Business Administration, or a related field.
- Strong communication and interpersonal skills, with the ability to work effectively in a team environment.
- Detail-oriented with excellent organizational skills and the ability to multitask and prioritize workload.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- A positive attitude, willingness to learn, and a proactive approach to tasks.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Job Benefits

- Gain valuable hands-on experience in human resources within a reputable corporate environment.
- Opportunity to work alongside experienced HR professionals and gain

Hiring organization

OUTsurance

Employment Type

Intern

Duration of employment

3 Months

Industry

Insurance

Job Location

Centurion, Gauteng, South Africa,
0157, Centurion, Gauteng, South Africa

Working Hours

09

Date posted

November 4, 2024

Valid through

04.06.2028

insight into industry best practices.

- Exposure to various aspects of HR, including recruitment, onboarding, employee relations, and HR administration.
- Competitive stipend/salary commensurate with experience.

Contacts

Interested candidates are invited to submit their resumes and cover letters. Please include "HR Internship Application – [Your Name]" in the subject line. Only shortlisted candidates will be contacted for interviews.

Join OUTsurance and embark on a rewarding journey to develop your HR skills and contribute to a culture of excellence and innovation in the insurance industry!