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## Oza Holdings: HR Graduate Internships 2024 New Hiring

### Description

At Oza Holdings, we believe in investing in emerging talent. We are currently seeking a proactive and motivated HR Graduate Intern to join our team. This internship program offers a unique opportunity for recent graduates to gain hands-on experience and insight into the various facets of Human Resources within our organization.

### Responsibilities

- Assist in recruitment efforts, including sourcing candidates, screening resumes, and coordinating interviews.
- Support the HR team in onboarding and offboarding processes for new and departing employees.
- Contribute to HR administrative tasks, such as maintaining employee records, updating databases, and handling documentation.
- Participate in HR projects focused on talent development, employee engagement, or process improvement initiatives.
- Collaborate with cross-functional teams to gain a comprehensive understanding of HR's role in organizational success.
- Provide support in organizing training sessions, workshops, and other HR-related events.
- Conduct research and assist in implementing best practices in HR processes and policies.

### Qualifications

- Bachelor's degree or higher in Human Resources, Business Administration, Psychology, or a related field.
- Strong passion for pursuing a career in Human Resources with a keen interest in learning and growing within the field.
- Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
- Proficiency in MS Office suite (Word, Excel, PowerPoint, etc.) and familiarity with HRIS (Human Resources Information Systems) is a plus.
- Demonstrated organizational skills and attention to detail.
- Ability to maintain confidentiality and handle sensitive information professionally.

### Job Benefits

- Hands-on experience in various HR functions within a supportive and collaborative work environment.
- Mentorship and guidance from experienced HR professionals.
- Opportunity to network and build relationships within the organization.
- Potential for growth and consideration for future full-time positions based on performance.

### Hiring organization

Oza Holdings

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Mining

### Job Location

Midrand, Gauteng, South Africa,  
1685, Midrand, Gauteng, South Africa

### Working Hours

09

### Date posted

November 7, 2024

### Valid through

25.12.2024

**Contacts**

Please submit your resume along with a cover letter highlighting your interest in the HR Graduate Internship at Oza Holdings. Candidates selected for further consideration will be contacted for an interview.

Join us at Oza Holdings and embark on a rewarding journey to kickstart your career in Human Resources!