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## Premier: HR Internships 2024 New Hiring

### Description

Premier is seeking a motivated and enthusiastic HR Intern to join our team. This internship provides an excellent opportunity for individuals interested in gaining hands-on experience in human resources within a dynamic and fast-paced company environment. The selected candidate will work closely with our HR team, supporting various HR functions and gaining valuable insight into HR operations.

### Responsibilities

- Assist in recruitment efforts by sourcing candidates, screening resumes, and scheduling interviews.
- Support the onboarding process for new hires, including paperwork completion and orientation coordination.
- Aid in maintaining HR records and databases, ensuring accuracy and confidentiality.
- Contribute to various HR projects, including employee engagement initiatives, training programs, and policy development.
- Assist in administering employee benefits and handling inquiries related to HR policies and procedures.
- Collaborate with the HR team on ad-hoc tasks and special projects as needed.

### Qualifications

- Currently pursuing a degree in Human Resources, Business Administration, or related field.
- Strong desire to learn and develop skills in HR functions.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Detail-oriented with strong organizational skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.

### Job Benefits

- Hands-on experience and exposure to various aspects of HR operations.
- Mentorship and guidance from experienced HR professionals.
- Opportunity to contribute meaningfully to HR projects and initiatives.
- Potential for future career opportunities within Premier.

### Contacts

1. **Prepare Your Application Documents:** Update your resume/CV to highlight relevant education, skills, and any prior experience related to HR or business administration. Craft a cover letter expressing your interest in the internship and why you believe you're a suitable candidate.
2. **Review the Job Description:** Ensure you understand the responsibilities and qualifications outlined in the job description. Tailor your application to

### Hiring organization

Premier

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Food and Beverage Manufacturing

### Job Location

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

### Working Hours

09

### Date posted

October 15, 2024

### Valid through

28.12.2024

showcase how your skills and experiences align with the position requirements.

3. **Submit Your Application:** Send your application materials (resume and cover letter) to the designated contact email or application link provided in the job description. Use a clear subject line indicating the position you're applying for (e.g., "Application for HR Intern Position - [Your Name]").
4. **Follow-Up:** If you haven't received a confirmation of receipt within a reasonable time frame (typically a week or two), consider following up with a polite email to inquire about the status of your application. This demonstrates your continued interest in the position.
5. **Prepare for Possible Interviews:** If shortlisted, be prepared for interviews. Research the company, practice common interview questions, and showcase your enthusiasm for the opportunity.