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Smollan: HR Internships New Job Opening 2024 / 2025

Description

As an HR Intern at Smollan, you will have the opportunity to gain hands-on experience in various aspects of human resources management within a dynamic and fast-paced environment. This internship is designed to provide exposure to the full HR lifecycle, from recruitment and onboarding to employee relations and talent management. You will work closely with experienced HR professionals and contribute to key projects and initiatives that support our organization's goals and objectives.

Responsibilities

- **Recruitment Support:** Assist with job postings, candidate screening, scheduling interviews, and coordinating recruitment activities.
- **Onboarding and Orientation:** Support the onboarding process for new hires, including preparing materials, conducting orientations, and facilitating training sessions.
- **HR Administration:** Assist with maintaining employee records, updating HR databases, and preparing HR-related documentation.
- **Employee Relations:** Provide support in addressing employee inquiries, resolving conflicts, and promoting a positive work environment.
- **Talent Management:** Contribute to talent development initiatives, including performance management, career development programs, and succession planning.
- **HR Projects:** Participate in special projects and initiatives as assigned, such as diversity and inclusion initiatives, employee engagement surveys, and process improvements.
- **Compliance:** Assist with ensuring compliance with relevant employment laws and regulations.

Qualifications

- Pursuing a Bachelor's degree in Human Resources Management, Business Administration, or a related field.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with colleagues at all levels.
- Detail-oriented with excellent organizational skills and the ability to prioritize tasks.
- Proactive and eager to learn, with a genuine interest in human resources.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Previous internship experience in HR or related field is a plus.

Job Benefits

- Hands-on experience in a dynamic and supportive work environment.
- Exposure to various aspects of HR management and the opportunity to contribute to meaningful projects.
- Mentorship and guidance from experienced HR professionals.

Hiring organization

Smollan

Employment Type

Intern

Duration of employment

3 Months

Industry

Retail

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

November 3, 2024

Valid through

12.02.2028

- Networking opportunities with colleagues and industry professionals.
- Potential for future career opportunities within Smollan.

Contacts

To apply for the HR Intern position at Smollan, please submit your resume and cover letter detailing your interest in the role and relevant experience. We look forward to reviewing your application and considering you for this exciting opportunity to kick-start your career in HR with Smollan.