

HR Internship Austrian, Wien

Category: General office clerks

Description:

We need great minds with a pioneering spirit. Sberbank Europe is in a unique position: We are about to establish a new bank, building a bridge to business in Central and Eastern Europe (CEE).

We offer an internhsip starting in May.

1 HR Internship (m/f)

Your Tasks

- * Provide administrative and organizational supportfor the Human Resource department
- * Archiving confidential documents and organizing personal files
- * Preparation of employment contacts and side letters
- * Maintenance of human resources email account
- * Assist with recruitment process, by posting job openings,scheduling interviews and conducting reference checks
- * Support onboarding process with operational tasks
- * Assure smooth invoice management
- * Coordinate meetings and take care of room booking
- * Support Talent and Development team with organizationof events
- * Assist with HR related projects as needed

Your Profile

- * University student, preferred field of studies: Human Resources
- * Fluent German and excellent English knowledge
- * Proactive attitude and very structured approach
- * Excellent communication and interpersonal skills
- * Flexible, open minded and team oriented personality
- * Organized with a built up sense for urgency and ability to prioritize
- * Excellent knowledge of MS Office, particularly PowerPoint, Excel and Word

Your Chance

- * We offer a 6 months internship starting from 1st of May 2016 with a unique opportunity to get a first insight into HR
- * You will be a part of an experienced and enthusiastic HR team
- * You will have a chance to gain experience in an international and dynamic environment

We offer a monthly gross salary of EUR 1.100,-

Interested?

We're looking forward to your online application!

[http://www.sberbank.at/careers/job-offers/Sberbank Europe AG](http://www.sberbank.at/careers/job-offers/Sberbank%20Europe%20AG)

Schwarzenbergplatz 3, 1010 Vienna, Austria

www.sberbank.at Das Mindestentgelt für die Stelle als HR Internship (m/f) beträgt 1.100,00 EUR brutto pro Jahr auf Basis Vollzeitbeschäftigung.

Required languages: German (good) English (good)

Education skills required:

Advanced Technical Training

Experience required: Required

Driving licence: No (N)

Contract duration: Temporary

Contract type: Full time

Starting date: 01/05/2016

Employer: office@sberbank.at

How to apply:

Letter + CV to EMPLOYER

Hours per week: 38,50

Accommodations provided:

Job vacancy Id: 771309

Source: AMS, Public Employment Services, Austria

<https://ec.europa.eu/eures/eures-searchengine/page/main#/simpleSearch>