

## Human Resources School Internship Estée Lauder Companies Benelux

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Company: Estée Lauder Companies

Location: Machelen

Category: business-and-financial-operations

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### THE ESTÉE LAUDER COMPANIES BENELUX

#### #BePartOfSomethingExciting #BeneluxInternships

At The Estée Lauder Companies we work with amazing brands... Estée Lauder, Clinique, M.A.C. Cosmetics, La Mer, Bobbi Brown, Jo Malone London, Darphin, Aveda, Smashbox, Origins, Tom Ford, Bumble & Bumble, Glamglow, Le Labo,...

#### What can you expect from an internship at the Human Resources department?

Payroll administration for the 3 countries

Contract management

Administration of general HR documents

Data follow-up in HR Tools

General Benefits follow up

Support in all internal communication

Participation to HR team meetings

Recruitment support (rather limited)

Extra HR projects

## Qualifications

Study orientation: Office Management, HR Management, Social Work –  
Personeelsbeleid ,...

Student status/internship under school contract (Master or Bachelor)

Fluency in Dutch. Good knowledge of French and English

Available for a minimum of 12 weeks – preferred longer

## Application procedure

Apply online on our job-portal with a motivational letter clearly indicating your internship period and the reason why you want to work at Estée Lauder Companies

Job: Human Resources

Primary Location: BE-VBR-Diegem

Job Type: Standard

Schedule: Full-time

Shift: 1st (Day) Shift

Job Number: 205417

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