

## Intern Human Capital

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Company: Neuhaus

Location: Vlezenbeek

Category: office-and-administrative-support

### TO DO

Are you the **coolest interim** Belgium in the field of Human Resources? Do you want to become a true partner-in-crime and strengthen our team? Then we are looking for you!

As an Intern in Human Capital at Neuhaus, you will have the unique opportunity to be involved in all aspects of HR, from time registration to conducting job interviews and setting up engaging onboarding programs. In this role, you will be guided by our HC Business Partner Retail/Recruitment Manager.

#### Recruitment

You assist in drafting, posting, and tracking job vacancies across various channels.

You are responsible for screening spontaneous resumes and will also make the initial selection of candidates for certain other vacancies.

You coordinate and schedule job interviews in the agendas of the parties involved.

You actively participate in job interviews and prepare interview questions.

#### Projects

You contribute to various HR projects and initiatives such as onboarding, talent management, etc.

You support in organizing training sessions and events for employees.

#### Time registration

You assist in time registration and administrative HR processes.

You process performances of temporary employees.

You prepare reports and analyses.

## **TO BE**

You are enrolled at a university or college throughout the entire duration of the internship, and this in a relevant field of study.

You are Dutch-speaking and have advanced knowledge of English and a good knowledge of French.

You have good communication skills both orally and in writing.

You are proactive, independent, and flexible, and you can adapt to rapidly changing circumstances and priorities.

You are available for this internship for at least 3 months.

## **TO OFFER**

Are you ready to immerse yourself in the world of Neuhaus and let your passion for HR and chocolate merge? Don't hesitate any longer and send us your cover letter and CV. We can't wait to meet you and receive your application!

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