

Internship HR Assistant Benelux - July 2024 (6 months)

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Company: SSC Perfumes & Cosmetics

Location: Belgium

Category: other-general

Position

Job Description

The HR Assistant is a member of the Shared Service Center of LVMH Perfumes & Cosmetics.

The primary responsibility of the HR Assistant is to support the Benelux HR Team in its daily HR related missions. The HR assistant reports to the HRD Benelux.

Recruitment:

Support HRBP in the administration of the recruitment process of employees : post open vacancies online, track applications, coordinate interviews, update tracker, send rejection letters

Responsible for trainee program: conduct interviews, on-off boarding, ...

Administration:

Assist HR Officer with the preparation of employment contracts & new hire/leaver documentation (notifications & employee forms).

Prepare draft monthly newsletter for HRD

Prepare reports for CE/CPPT meetings for HRD

Update orgcharts every month

Projects:

Contribute to ad hoc projects as requested by the HR Manager.

Assist ad hoc daily queries from the HR Director.

Profile

Desired Skills

Degree in HR or equivalent (Business School/University)

Strong interest for all HR related matters

Proactive and fully committed to learn all aspects of work

Trustworthy with high standard of ethics, integrity and confidentiality

Good organization and administration skills

Good knowledge of MS-Office, especially Excel

Excellent communication skills (both written and verbal)

Attention to detail, accurate and structured.

Fluent in French & English, (both written and verbal) Dutch is a plus

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