



INTERNSHIP IN HR DEPARTMENT

The human resources department today is made of 15 associates team that handles many necessary functions of business: talent acquisition and recruiting, management of human resources, administration of related documents, compensation and benefits function, employees' surveys and engagement, training and talent management. At this moment, we are looking for an intern to join our team and provide support for all the functions of HR department.

ABOUT INTERNSHIP:

- ✓ Assistance in creation of job descriptions and job posting
- ✓ Participation in recruitment process
- ✓ Registration of documents in HR systems
- ✓ Administration of associates' data
- ✓ Assistance in global HR projects
- ✓ Help with signing of employment contracts

ABOUT YOU:

- ✓ English language skills (written and spoken)
- ✓ Strong sense of responsibility and good organization skills
- ✓ Team player and demonstrated positive attitude
- ✓ Good MS Office skills
- ✓ Fast learner and showing of interest

WE OFFER:

- ✓ Opportunity to work in cross cultural environment
- ✓ The possibility to work in an exciting and challenging industry
- ✓ Opportunity to be a part of a global team

Try on Littelfuse!

WE ARE WAITING FOR YOUR CV
internship@littelfuse.com

