
INTERNSHIP OPPORTUNITY

TITLE: HUMAN RESOURCES COORDINATOR

We are looking for a Human Resources Coordinator intern to join our team in a 30-week internship opportunity. The ideal candidate is a talented college student who aspires to gain experience in the fields of International Business and Information Technology.

The intern will have access to:

- Learning and working with in-demand softwares used by organizations worldwide; these include Slack, Google Workspace, Wix, WordPress, Miro, Figma, Jira, etc.
- Developing in-demand skills, such as teamwork, collaboration, time management, cultural intelligence, content presentation, oral communication, remote work, digital product lifecycle management, and digital ecosystem engineering.
- Learning about different cultures by working in a multicultural team.
- Participating in volunteering programs.
- Taking part in social integration and networking events.
- Receiving professional counseling.
- Working from home or from anywhere with flexible schedules and three-day weekends.
- Being part of a paper-less and zero-emissions organization.
- Obtaining a monetary thesis research grant.

After successfully completing the internship, the intern will receive:

- An official certificate of participation.
- A recommendation letter and the possibility of an interview for an employment opportunity.

The intern needs to meet the following requirements:

- An advanced level of spoken and written English.
- Knowledge of Google products, such as Google Docs, Sheets, Slides, etc.
- Familiarity with modern database and information system technologies.
- A solid understanding of virtual conferencing.
- A personal computer/laptop and reliable internet connection.
- Studies, completed or in progress, in a relevant field.

The intern needs to have the following skills:

- Analysis and problem-solving.
- Attention to detail.
- Resourcefulness.
- Proactiveness.
- Adaptability and flexibility.
- Willingness to learn.
- Cultural awareness.

The intern will be responsible for the following duties:

- Understand the concept of the company, brand, customers, and product goals.
- Support the development and implementation of HR initiatives and systems.
- Manage or support the recruitment and selection process.
- Bridge management and employee relations by addressing demands, grievances, or other issues.
- Manage filing systems and update records.
- Assess training needs to apply and monitor training programs.
- Provide suggestions to management to improve internal processes.
- Do research on different topics.
- Perform various tasks to support the project.
- Gather critical data to create visual business intelligence reports.

Duration:

- The internship lasts for 30 weeks.

Location:

- The internship is global and remote.

If you are interested in applying, please fill out an application form using this link: [Apply now: Human Resources Coordinator](#)