



HR ADMINISTRATOR - INTERNATIONAL

REF. NO. 1201

About us

To support the HR Team in providing accurate, efficient and effective HR Administration support to the international market as well as comprehensive, accurate and commercial HR Advice, adhering to legislation and company policy at all times; working in close partnership with the International HR Team and the designated business areas..

Number of employees

1

Tasks

- Proactive self-starter, with an innate sense of accountability
- Highly professional with strong work ethic and integrity
- Ensures work is of high quality and accuracy
- Attention to detail and speed of completion is crucial to the success of this role •
Able to adapt and flex approach to balance regional and business needs
- Inspires others and builds and environment of trust
- An ambassador for the brand

Skills needed

- Technical proficiency with HR Systems & MS Office applications
- Administration Experience preferred

Duration of the internship

Minimum three months, ideally 6 months minimum

Office languages

English + German

PRAKTIKUM IN LONDON



Location

London

Financial support

20k

Office hours