

Candidatul ideal

The HR Generalist Trainee role is a 6 months paid internship that will offer you the opportunity to work in an international environment while gaining experience in HR field.

Your mission will be to provide support on HR administrative tasks and recruitment.

Your profile:

- Excellent interpersonal and communication skills
- Detail-oriented, organized and able to multitask
- Very good Excel skills
- Good knowledge of written and spoken English
- University studies – ongoing or finalized
- Previous experience in recruitment or administrative HR tasks is a plus (including internships, voluntary work)
- Willing to work full time

Descrierea jobului

Your responsibilities:

You will provide support to the HR Team on the following:

Administrative activities: update and maintain personnel files and records, assist employees with labor contracts

Permanent updating of the HR database (new hires information, adjustments, status changes, etc);

Assist on various administrative HR tasks and reports by using the internal employees database

Answer to employees' requests;

Support on recruitment: CV screening , scheduling interviews, pre-screening candidates, set up technical tests and offering feedback

Other HR specific tasks according to your own development and evolution

Descrierea companiei

Ubisoft is a leading creator, publisher and distributor of interactive entertainment and services, with a rich portfolio of world-renowned brands, including Assassin's Creed, Just Dance, Tom Clancy's video game series, Rayman, Far Cry and Watch Dogs. The teams throughout Ubisoft's worldwide network of studios and business offices are committed to delivering original and memorable gaming experiences across all popular platforms, including consoles, mobile phones, tablets and PCs.

Ubisoft Romania is the first Ubisoft production studio outside France. The Romanian adventure, which began in 1992, has turned into an exciting success story where Production, Test and IT Department are its driving force.

Come and join our team of over 1400 professionals and help us create highly appreciated interactive entertainment products!

Aplică aici: <https://www.ejobs.ro/user/locuri-de-munca/hr-generalist-trainee--internship/864999>