

| Eurofound Traineeship Description | |
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| Job Area | Human Resources |
| Job purpose | <p>The HR trainee is a member of a small team and will be involved in different areas and projects, including:</p> <ul style="list-style-type: none"> • the administration of learning and development; • the administration of the traineeship programme. |
| Main responsibilities | <p>Administration of learning and development section, including:</p> <ul style="list-style-type: none"> • Organising induction programme; • Liaising with training providers (logistics, quotes, invoices, contracts); • Administration of the training budget; • Advising staff members on learning matters in line with HR policies; • Contributing to the implementation of HR policies; • Conducting research on HR topics relevant to the role. <p>Administration of the traineeship programme, including:</p> <ul style="list-style-type: none"> • Working with HR colleagues on a regular basis with regards to the engagement of trainees; • Preparation and delivery of induction to trainees, monitoring their absences, conducting exit interviews; • Supporting the management of the traineeship alumni LinkedIn page; • Maintaining records (i.e. personnel files, budget forecast). <p>Other responsibilities will include:</p> <ul style="list-style-type: none"> • Participation in administration of HR policies; • Record management in accordance with corporate policies; • Publication of HR news on corporate intranet; • Any other duty relevant to the role. <p>The trainee will be given the opportunity to observe and participate in meetings and other HR activities outside the areas described above, to provide the broadest possible HR experience.</p> <p>The trainee will also be given a project for either research or implementation and will be required to prepare and present their results before the end of the traineeship.</p> |
| Desired Academic background | University Degree and relevant professional qualification in areas relating to human resource management or business administration. |

Desired Skills

- Very good IT skills - particularly in Word, Excel and Outlook;
- Excellent administration, planning and organising skills;
- Strong interpersonal skills, assertive with very good ability to communicate both orally and in writing;
- Discretion and confidentiality;
- Good numerical skills, attention to details and ability to interpret statistical information;
- Good language ability; fluent in English and another EU language.

Expected learning outcomes

- To familiarise with the work of the EU Institutions and EU Agencies;
- To get an in-depth overview of the learning and development principles and processes;
- To develop a critical approach towards HR processes and procedures;
- To develop a good understanding of the process related to the management of the employee life-cycle;
- To develop an appreciation of different processes in various HR areas;
- To develop and enhance administrative skills.