

Goldair Handling Bulgaria is seeking a detail orientated, highly motivated, and talented Human Resources Intern for the Summer 2021. The position resides in the Human Resources Department and performs a variety of support activities in the HR administration, HR management and recruiting.

HR Intern (20 hours per week) – SOF/BOJ/VAR Airports Stations, based in Sofia

Job Responsibilities

- Provides general administrative support to entire HR function.
- Assist in recruiting activities including scheduling interviews and assembling recruitment materials.
- Assist in event/training planning and coordination.
- Assist in the preparation of new hires.
- Uses computer software to produce forms, postings and other documentation for the human resources department.
- Responsible for support and completion of special assignments as required.

Education/Experience

- Undergraduate student attending an accredited university with major emphasis in HR or related field.
- Individual interested in Human Resources.
- Must be detail oriented.
- Strong written and verbal communication skills. Very good English language.
- Excellent organizational and interpersonal skills.
- Proficiency in MS Office.

We offer:

- The best takeaway for this HR Internship is working with true HR professionals who are passionate about the field and the exposure to Human Resources in a live environment.
- Friendly atmosphere and excellent working conditions.
- Salary for 20 working hours per week- 450 BGN Net.
- Labour contract with full payment of all social insurance payments and taxes.
- Dynamic and challenging job in a highly professional team.

The provision of personal data, enclosed in the application documents is voluntary and will be used solely for the purposes of evaluating job applicants. All applications will be considered as confidential. Only short-listed candidates will be contacted.