Auslandspraktikum

Praktikumsplatz-Angebot

für die Bereiche
Human Ressources, Business Administration

Land, Ort: USA, Newnan, GA
Einrichtung: Grenzebach
Ansprechpartner: Frau Whitney Pelaski
Telefon:
Email: intern@grenzebach.com
Webseite: www.grenzebach.com
Start / Dauer: Februar/März 2018 / 6 Monate
Bezahlung: 8 Dollar/Stunde

Beschreibung:
Let Grenzebach take you to the next level
You are focused - communicative - innovative - you are a go-getter - you like to think outside of the box - you enjoy working in a team and towards common goals - challenges motivate you - you adapt well into new surroundings - come on-board and let us take you to the next level on your career path

Grenzebach - A leading global mechanical and electrical equipment manufacturing company in the field of processing line construction and automation of production processes. A family-owned company with 1,600 employees worldwide, 500 engineers in 10 countries at 21 locations. We have customers in the glass, solar, building materials as well as wood and airport industries. For the chemical industries we develop procedural machines.
Achieving highest quality in our products as well as having innovative technologies, we belong to the top companies of the world. Our aim is the permanent extension of our product spectrum, the optimization of the plant manufacturing in precision, rapidness as well as efficiency.

Our subsidiary in Newnan, GA is currently seeking for a period of 6 months starting in March 2018 for an Intern in Human Resources & Business Administration (f/m)

Your tasks
- Responsible for the selection and recruiting process of new interns
- Support the management of the internship program
- Assist in organizing company events
- Supporting current projects
- Elaboration of new human resources processes (e.g. guideline for new employees, HR manual)
- Supporting the documentation of ISO training measures of employees
- Responsible for time and absence recording with SAP
- Create our monthly newsletter
- Organize and manage our internal wellness program
- Support the department manager with current projects

Additional information
- Starting date: February/ March 2018
- Duration: 6 months
- Housing: rented from Grenzebach ($400/ month)
- Compensation: $8 / hour

Please send your application documents via e-mail to intern@grenzebach.com
Grenzebach Corporation
Ms. Whitney Pelaski
10 Herring Road
Newnan, GA 30265 / USA

Anforderungen:
Your profile
- Bachelor student of business studies such as HR Management, Business Administration, Marketing
- Ideally practical experience in operative Human Resources management and/or related business fields
- Good knowledge of the MS Office package
- Experience in working with SAP is a plus
- For non-native speakers: Excellent English skills, German language skills are a plus
- Time management and self-organization
- Flexibility, commitment and creativity
- Excellent communication skills
- Ability to work independently as well as in a team

Stipendium: Über die Fördermöglichkeiten für dieses Praktikum
berät Sie das International Office.