



Job Description – HR Intern at New Zealand Internships

Title: HR Assistant

New Zealand Internships assists numerous local and international candidates to find their ideal internship in one of the most beautiful countries since 2007. We are connecting our candidates with companies all over New Zealand. Furthermore, our services include not only the placement of the interns, we also help with accommodation and general orientation on site.

Our multinational team consists of lovely people from all around the world. There is always a warm and relaxing working atmosphere in our office and even during work, we have a lot of fun together.

Scope:

The objective of the HR intern is to help with Customer Service and HR related tasks within the company. You will be responsible for conducting our applicant's profiles and guiding them throughout the process. Also, you will be in contact with host organisations and organise the contracts between the applicants and them.

Responsibilities:

- Screening applicants
- Checking and creating profiles
- Reference & Job Description checks
- Online research
- Setting up interviews & answering the phone

Start in Mid-January with a duration of 5-6 months.

If you are interested in meeting our team and spending a great time in New Zealand, please submit your CV to Hannah at placements@internships.co.nz