HUMAN RESOURCE INTERN

Job Ref. No: #JDMPR1930

2024 - 2025

- **Company Name** : Moris Media LLC
- **Designation** : Human Resource Intern
- **Job Type** : Full Time
- **Industry** : Media & Marketing Industry
- **Department** : Human Resource Department
- **Work Model** : Remote
- **Salary** : Negotiable Salary

www.morismedia.com

About morismedia

Moris Media is a professionally managed public relations, digital marketing and reputation-management organisation with 12+ years of industry experience, recognised as one of the world's leading PR and digital marketing boutique agencies, working across 40+ countries.

Job Summary

Are you a driven, people-oriented individual with a passion for HR? Moris Media is seeking motivated interns to join our dynamic HR team for a **3-month** immersive experience.

Moris Media is currently hiring for a **Human Resource Intern** in **Switzerland** This internship is an exciting opportunity for a driven, people-oriented individual to dive into the world of HR and gain practical experience in a fast-paced, innovative environment. As a Human Resources Intern, you will work closely with our HR team to support various HR functions, including recruitment, onboarding, employee engagement, and performance management. You will gain hands-on experience in managing employee records, assisting with the recruitment process, and contributing to the development and implementation of HR policies and procedures.

The ideal candidate is passionate about HR, has strong communication and interpersonal skills, is organized and detail-oriented, and possesses a proactive and adaptable approach. This internship is unpaid, but exceptional performance may be rewarded with a stipend. Successful interns may also be considered for permanent employment with Moris Media upon completion of the program. If you're ready to launch your HR career and gain invaluable real-world experience, apply now and join our team!

What You'll Gain:

Hands-On HR Experience: Dive into the heart of HR operations, gaining practical skills in areas like recruitment, onboarding, employee engagement, and performance management.

Mentorship & Guidance: Learn from experienced HR professionals who are invested in your growth and development.

Networking Opportunities: Build valuable connections within the industry and expand your professional network.

Permanent Placement:

Potential for Permanent Placement: At the end of your internship, your performance will be evaluated, and high-performing interns may be offered a permanent position at Moris Media.

Internship Certificate: Regardless of the outcome, you'll receive a certificate acknowledging your completion of the Moris Media HR Internship Program.

Primary Responsibilities

- **Recruitment Support:** Actively contribute to the recruitment process by drafting job postings, screening resumes, and coordinating interviews.
- **Onboarding Facilitation:** Assist in creating a welcoming onboarding experience for new hires, including paperwork processing and orientation coordination.
- **Employee Records Maintenance:** Ensure accuracy and confidentiality of employee records, updating information as needed.
- **Engagement Enhancement:** Participate in the planning and execution of employee engagement initiatives to

foster a positive workplace culture.

- **Performance Management Collaboration:** Support the HR team in performance review processes, including data collection and documentation.
- **Policy & Procedure Development:** Assist in researching, drafting, and updating HR policies to ensure alignment with best practices.
- **Research & Trend Analysis:** Conduct research on HR trends and best practices to inform decision-making and continuous improvement.
- **Administrative Excellence:** Provide essential administrative support to the HR team, ensuring efficient workflow and organization.
- **Project Contribution:** Actively participate in special HR projects, demonstrating initiative and problem-solving skills.
- **Compliance Support:** Assist with maintaining compliance with labor laws and regulations, ensuring a safe and fair workplace.
- **Learning & Development:** Help organize and facilitate training and development programs to enhance employee skills and knowledge.
- **Internal Communications:** Contribute to effective communication within the organization by drafting HR-related announcements and updates.
- **Employer Branding:** Assist with managing the company's social media presence to attract and engage potential talent.
- **Meeting Participation:** Attend HR meetings, actively take notes, and contribute to discussions with valuable insights.
- **Feedback Champion:** Collect and analyze employee feedback to identify areas for improvement and enhance the overall employee experience.

Required Skills

- **Education:** Pursuing or recently completed a degree in Human Resources, Business Administration, or a related field.
- **Experience:** 0-1 year of experience in an office or customer service setting is preferred, but not required.
- **Personality:**
    - Extroverted: Enjoys interacting with others and building relationships.
    - Observant: Pays attention to detail and notices subtle cues in communication.
    - Analytical: Able to gather and interpret data to make informed decisions.
- **Communication:** Excellent verbal and written communication skills, with the ability to effectively interact with individuals at all levels of the organization.
- **Proactivity & Initiative:** Self-starter with a strong work ethic and willingness to learn new things.
- **Discretion:** Able to handle confidential information with utmost discretion and professionalism.
- **Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- **Organization:** Highly organized with the ability to prioritize tasks and manage multiple projects simultaneously.
- **Attention to Detail:** Meticulous in work, ensuring accuracy and completeness in all tasks.
- **Teamwork:** Collaborative team player with a positive attitude and eagerness to assist colleagues.

- **HR Knowledge:** Familiarity with basic HR principles and practices is a plus (e.g., recruitment, onboarding, employee relations).
- **Flexibility:** Adaptable to a fast-paced, ever-changing environment.
- **Travel:** Willingness to travel occasionally for training, conferences, or other HR-related events.

Qualifications & Experience

Required Qualifications

- Currently pursuing a Bachelor's or Master's degree in Human Resources or related field
- Strong interpersonal and communication skills
- Proactive and self-motivated individual with a strong willingness to learn
- Ability to handle confidential information with discretion
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Ability to prioritize and manage multiple tasks simultaneously
- Detail-oriented with strong organizational skills
- Knowledge of HR principles and practices is a plus
- Team player with a positive attitude and willingness to assist others
- Ability to adapt to a fast-paced and dynamic work environment

Technical Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- High-performance laptop or desktop computer.
- High-speed broadband internet connection.
- Dedicated workspace (physical or virtual).

Compensation:

While this internship is unpaid, exceptional performance may lead to a stipend awarded by Moris Media Management. This is a chance to prove your value and potentially earn while you learn!

How to Apply:

If your skills and qualifications align with this exciting opportunity, we encourage you to apply!

Join us at Moris Media and embark on a journey of professional growth and development in the field

of HR. Apply now and be a part of a team that values learning, innovation, and excellence!

Apply Only Through the Official Job Page

Candidates must review the complete job description, eligibility requirements, work model, location and experience expectations before submitting accurate and updated information through the official application form.

Submitting an application does not guarantee shortlisting, an interview or employment. Moris Media does not request registration charges, security deposits, training fees or candidate payments through its official recruitment process.

APPLY ONLINE HERE

Career Opportunities Across Borders

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