

GE Global Research

Go for a future full of possibilities

GE Global Research is one of the world's largest and most diversified industrial research laboratories. The key technologies of our new European Research Center in Munich range from renewable energies, environmental and sensors technologies and composite manufacturing to advanced clinical applications.

To get to know more about us, log on to www.ge.com/researcheurope.

Human Resources: intern or working student (m/f)

Responsibilities

GE Global Research in Munich is General Electric's European technology hub. You will work in a very international and diverse environment and be member of a small HR team, which will allow you to get insight in the whole range of HR topics.

Your main responsibilities will be:

- Contribute and/ or conduct in various HR projects in the area of university recruiting, compensation & benefits, student programs etc.
- Support in university marketing and university recruiting including organization and participation at relevant recruitment events and fairs
- Assist in all staffing-related processes like monthly on-boarding procedures and new hire orientation
- Assist in planning and organizing employee training and development procedures
- Support in administrative topics including posting jobs, preparation of contracts, writing letters of refusal, preparation of letters of recommendation etc.

Qualifications

- Advanced student of psychology, educational sciences, business studies or equivalent studies (all with focus on Human Resources)
- Highly motivated, flexible individual
- Analytical and innovative thinking
- Excellent communication & interpersonal skills
- Self-starter, team-player
- Ability to contribute in an international environment
- Excellent knowledge of MS Office tools
- Fluency in English and German
- Relevant European work permit

Desired

- Previous practical experience in HR environment (preferably in a global company)
- International experience

Please only apply online through the following link: www.ge.com/researcheurope for job# 803063



GE imagination at work

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