



## Human Resources Officer (HRO) - Intern

We are MassiveGrid, a global high-end Service Provider, with more than 15 years of hands-on experience in the fields of high-availability service hosting, turn-key service solution and development. Our services are designed for demanding clients that run Business-Critical Services or need high performance and large network capacity.

We are looking for a self-motivated student focused on a Human Resources career path:

### **Your responsibilities will include:**

- Participate in drafting HR policies, procedures and structures.
- Employees Documentation and record keeping.
- Administrative support on employees benefits packages.
- Organize and ensure the HR database is up to date, accurate and complies with legislation.
- Design and provide updates to all job descriptions.
- Prepare and amend where necessary HR documents (i.e employment contracts).
- Handle onboarding and resignations procedures.
- Coordinate with the Finance Dept. for payroll.
- Handle and manage employee duties: (shifts plan, annual leave record etc).
- Organize personnel training sessions and activities.

### **Knowledge & Skills:**

- Administration skills.
- Familiarity with business software (Microsoft Office etc).
- A high level of confidentiality.
- Fluent English (written and spoken).
- Communication skills, both written and verbal.
- Positive attitude with a growth mindset.

### **We Offer:**

- Fully remote options.
- Access to books, online courses and relevant educational resources.
- Being part of a workplace that offers continuous learning and development and incredible opportunities to upgrade your career.

Visit our site [www.massivegrid.com](http://www.massivegrid.com) to learn more about our company.

If you are ready to practice in a dynamic environment with prospects for development please send a direct mail to [internships@massivegrid.com](mailto:internships@massivegrid.com) with your CV! We're looking forward to meeting you!