

GE

HR Specialist - Internship Barcelona, Spain

HR, Business, communications, organizational behavior, psychology etc.

Human Resources area. You will assist the HR Managers and management on site, be active in employee engagement activities, be involved in the on-boarding process for employees, training as well as many other aspects of HR work.

Business Segment:

Renewable Energy OnShore Wind

Function:

Human Resources

Essential Responsibilities:

- HR Onsite Support
- Providing support for the full scope of HR generalist activities for the Spain
- Employee Induction and orientation
- Employee Relations
- Compensation and Benefits
- Employee Engagement
- Communications and Policy
- Recruitment and Sourcing
- Performance Management
- Proactively manage HR systems in order to maintain data integrity/search for data/queries/workflow management
- Site based support/contact for logistics and event activities/volunteer days etc including but not limited: catering, accommodation etc.
- Provide operational support in areas such as recruitment, database management and employee queries of moderate complexity
- Provide HR admin support and assist country HRMs
- HR Project work (as directed by HRMs)

Qualifications/Requirements:

- Degree Course: to get the most out of this internship, you must be studying for or have recently graduated with a relevant degree. This may include HR, Business, communications, organizational behavior, psychology etc.
- A passion for HR/people

Desired Characteristics:

- Self-starter with plenty of initiative and willingness to get involved with GE initiatives
- Excellent written and oral communication skills
- Proficiency in IT: Microsoft Excel, Word, PowerPoint and Outlook
- High energy level, driven with a positive enthusiasm and a pragmatic approach
- Ability to handle multiple priorities and strong problem solving skills