HR Internship Employer Branding/Early Talents (m/w)

Our Employer Branding and Apprentice Program team at ABB Switzerland is looking for an interested and team oriented intern, who wants to start his/her career in an exciting environment. You support different initiatives in Employer Branding, get in touch with our Trainee and Apprentice program and organize several workshops and career fairs. Are you passionate about HR and the upcoming challenges a state-to-the art HR department faces on a daily base? Apply now for this unique opportunity and become a member of our energized and motivated team. This internship is offered for one year.

Aufgaben:

- Support our Employer Branding and Apprentice Program team in organizing internal and external university events which will include planning and implementing workshops, covering everything from on-site organization to the choice of presentations/guest speakers etc. Throughout those events you will have the opportunity to give presentations in German as well as in English.
- Support both teams in various topics including the continuous development of the trainee and apprentice program, organizing events and during the application process (screening, interview coordination and preparation of Assessment Center)
- Be responsible for the communication plan and maintain our Social Media channels in close collaboration with ABB Germany to help us reaching out to early talents
- Assist in developing new Employer Branding communication materials
- Keep a close dialogue with various internal and external stakeholders within our industry
- Answer student requests regarding internships and entry opportunities within ABB

Anforderungen:

- Candidates will currently be in the midst of completing their degree studies in Business Administration, Marketing or Human Resources – or may have already graduated
- A well-defined interest in HR work and marketing-related issues is essential, as is proficiency in the use of standard IT tools
- Strong and mature command of German, both written and spoken, complemented by additional English and/or French language skills
- A self-starter by nature, you will be highly conscientious in your approach, as well as displaying team spirit, a quick intellect and finely honed planning and organizational skills
- Flexibility is considered equally important, together with the ability to prioritize and the capacity to allocate your working hours as efficiently as possible
- Ideally you have a firm knowledge of the vocational training system in Switzerland or have completed an apprenticeship yourself

Zusätzliche Informationen

ABB is able to offer you an interesting role within a highly motivated team, together with open communication structures. On the basis of a personal, practice-oriented introduction program, you will be given the opportunity to acquire the confidence needed to work independently as well as be a constructive member of an inclusive team within your assigned area.

Interested in joining our team? If so, we look forward to receiving your full application (motivation letter, CV, references) only via our online careers tool. A better world begins with you at www.abb.com/careers

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Ort: Baden, Aargau, Schweiz

Vertragsart: Praktikum

Geschäftsbereich: -

Funktionsbereich: Personalwesen

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