Position Title: Human Resources DEAR Internship  
Business Unit: Human Resources  
Location: Milan, Italy  
Job Level: Entry  
Reports to: HR Manager Developing Europe, CIS, Africa.

**Position Summary:**

This is an exciting opportunity and introduction to the HR function in a fast paced and fun environment. The Intern will support an International client group which includes employees working in Marketing, Sales, Finance, and Supply Chain. The HR Intern will work closely with the HR Manager and support with HR projects and operations.

**Job Responsibilities:**

- Assist HR Manager with HR operational tasks and administration including reviewing the HR filing system, on-boarding, benefits, compensation, employment documents, absence management and leaver process.
- Support Internal Communication processes.
- Work with our centres of expertise according to the needs of the region.
- Be the first employees’ reference point in case of HR questions.
- Be a Diversity and Inclusion champion inside the organization.
- Other ad hoc tasks as required

**Requirements:**

- Bachelors or Masters degree in Human Resources, Business Studies or other related subject
- Excellent organisational skills
- Excellent interpersonal skills
- Problem solving capabilities necessary to accomplish the duties and tasks of the position
- Exceptional written and oral communication skills
- Proficient in Word, Excel and PowerPoint
- Eligible to work in Italy
- Strong written and spoken English

**Desirable:**

- Previous working experience in international environments
- Creative and innovative in their approach, delivering effective communications for the business.
- Additional languages knowledge is a plus