

Stanowisko: Human Resources (Summer Intern)

Firma: Cisco Systems

Numer oferty: 429

Data dodania: 21-11-2016

Pracodawca	
Nazwa firmy	Cisco Systems
Adres	Powstancow Wielkopolskich 13C, 30-707 Kraków
E-mail	mmlickak@cisco.com
Telefon	+48123215043

Oferowane stanowisko	
Nazwa stanowiska	Human Resources (Summer Intern)
Zakres obowiązków	<p>Start date: 1st July 2017</p> <p>The intern will be in charge of:</p> <ul style="list-style-type: none">• General administrative support: management and monitoring of hires/departures, monitoring of medical visits, administrative management of maternity/paternity leaves, administrative management of international mobility, archiving, mailings etc.• Interface with the local payroll firm• Produce HR reports: production and analysis of key personnel statistic data, annual employee report etc.• Update HR intranet website. <p>Requirements:</p> <ul style="list-style-type: none">-Enrolled in the course of studies towards Bachelor's or Master's degree in HR related discipline.-Real interest in working in a Human Resources department.-Proficiency in Excel and Word is essential.-Fluent English.-Strong interpersonal and communication skills,-Autonomous and organized, flexible in your approach to work and able to manage discretion.-Resistance to stress and rigor are necessary to succeed in this position.

Wymagania pracodawcy	
Wykształcenie	student
Status kandydata	student
Obsługa komputera	
Języki obce	
Umiejętności, predyspozycje	as per job description

Warunki pracy	
Wymagane dokumenty	CV in English
Forma umowy	Full-time contract
Czas zatrudnienia	3 months
Godzinowy wymiar pracy	40h/week
Data rozpoczęcia pracy	0000-00-00
Inne świadczenia	

Rekrutacja	
Termin i forma zgłoszenia	5th March 2017
Sposób kontaktowania się z firmą	https://jobs.cisco.com/job/Krakov-Human-Resources-%28Intern%29-Poland/371284000/
Dodatkowe informacje	