



Apply here

Start date

As soon as possible

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Near Bristol, England

Bristol is the largest city in the South West of England. It has a reputation for its uniquely urban cultural mix, with thriving creative, legal and financial economies. Bristol also offers access to sporting excellence, a lively nightlife, bars and restaurants aplenty, music diversity and many historical sites.

Are you eligible?

Are you a registered student?
Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is an exciting opportunity for an individual with interest in HR to assist a multinational company in the constantly innovative visual health industry. Mentored throughout, you will assist in supporting the HR team with implementation of new projects and their daily administration duties. Given early responsibility you will be a confident, enthusiastic person who can adapt quickly to different HR tasks. Working in a team responsible for learning and development, HR and payroll, you will be exposed to a lot of discussions and learning opportunities across these areas. This internship will be a great boost to your personal development as well as your CV and career aspirations.

Tasks

- Support the General Data Protection Regulation (GDPR) preparations; reviewing and creating electronic files for staff
- Support recruitment administration, advertising and possible job fairs and interviews
- General HR administration
- Project support including reorganisations, the implementation of a new HR/payroll system and employee relations matters.

Personal Skills

- HR Background as advantage
- Solution driven
- Flexible
- Keen to learn
- Good attention to detail, organised, able to manage own workload
- Good communicator
- IT literate.

The Host Company

The host company, is a world leading company in visual health industry with a turnover of 7 billion Euros and 64,000 staff across more than 100 countries. They have always been pioneers in their sector and they have developed some game changing products such as the first progressive lens. Their strength is coming from their focus on employees' wellbeing.