

We are looking for an

## **Internship - Human Resources & Communication (m/f/d)**

Paul Wurth S.A. is an international engineering company with deep roots in Luxembourg. We rely on the competence of our 500 highly motivated employees. We are a global leader in ironmaking technologies, driven by innovation and taking an active role in shaping a sustainable and carbon-free industry. As part of the global SMS group, a leading technology supplier and plant builder for the metals industry employing 15,000 people worldwide, we are a strong partner for our customers in the steel industry and beyond.

Are you looking for an internship to gain knowledge in your field of studies and want to grasp a first impression of the working world? Then join our Human Resources team and learn about the different roles and tasks that are dependent on their functions. If you are an open-minded, communicative, and dynamic person who loves to work in a team, if you are an organisational talent and keep the overview of your projects, then you are in the right place.

### **Your main tasks:**

- Documentation and organization of internal and external trainings
- Creation of a training catalogue
- Content creation for internal communication
- Support the recruitment team with sourcing activities, as well as more organizational tasks
- Prepare and update employee files
- Research and present new approaches related to the personal development plan of the company
- Update and develop new procedures and standards, in line with instructions and guidelines received
- Reorganise and classify documents, update presentations and support in administrative tasks
- Assist in interviews.

### **Must-have requirements**

- Studies in a relevant field (Business Administration, International Business, Human Resources)
- Good verbal and written communication skills
- Proficiency in MS Office suite, especially PowerPoint and Excel
- Multitasking skills, linked with excellent organizational skills and the capacity to work unsupervised
- Being creative and result-oriented
- Availability for 3 - 6 months
- Fluency in English and German is required. French or Luxembourgish would be considered an asset.

### **We offer**

- Internship in an international team in one of Luxembourg's leading industrial players
- Exciting and diverse topics and work streams
- An open-minded and fun Human Resources team that will integrate you within their team
- The possibility to help where needed and therefore having the opportunity to be integrated in several projects.

Please apply online:

<https://careers.paulwurth.com>