

## **Human Resources Internship**

**Job Title:** H.R. Administrator  
**Reporting to:** Group Human Resources Manager  
**Location:** Portlaoise, Co. Laois  
**Contract Type:** 9 month fixed term under Government Job Bridge scheme

### **Overview of Internship:**

The Intern will gain practical experience in and exposure to a varying range of HR issues and matters, mainly at an administrative level, for example employee inductions, training administration, legislation compliance, recruitment administration, monitoring sickness & absence etc.

They will provide assistance and support and will work closely with the HR Manager who will act as mentor and provide all guidance, assistance and training necessary.

### **Education/ Qualifications Required:**

Ideally the successful candidate will have a recognised Third Level Qualification in Human Resources and will also be CIPD qualified.

### **Skills Required:**

Excellent communication and interpersonal skills.  
Computer literate with excellent writing skills and attention to detail.  
Self-motivated and ability to work on own initiative.

### **Salary:**

The successful candidate will receive an allowance of €50 in addition to their social welfare (e.g. job seekers) allowance, directly from the Department of Social Welfare. They will also be reimbursed for any expenses incurred during the course of their internship.

### **Applications:**

If you are interested in applying for this internship please send a cover mail and updated CV to [sgorman@enva.ie](mailto:sgorman@enva.ie)

You must also satisfy the eligibility criteria for the National Internship Scheme; see [www.jobbridge.ie](http://www.jobbridge.ie) for further details.

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