

Internship in Human Resources & Business Administration

Tipik is a communication agency with headquarters in Brussels and offices in different EU countries. It provides integrated communication services to the public institutions and international organizations, most notably the European Union institutions. What does it mean? We craft communication strategies, conceive and roll-out large-scale communications campaigns through various communication channels such as social media platforms, TV or outdoor advertising, small or big events and much more! You might have already seen our work in newspapers, on TVs, on social media channels or even when walking through the streets of your city. Driven by a company philosophy based on strong human values and professional drive and excellence, we encourage initiatives and empower people to grow and develop their skills.

We are seeking a highly motivated and detail-oriented **Human Resources (HR) & Business Administration Intern** to join our HR team. This is a hands-on opportunity to gain valuable experience in the field of human resources!

Responsibilities

- Closely work with the HR Manager and support the team in translating business needs into HR action plans as well as deliveries,
- Help with HR system maintenance including HR administrative tasks, such as maintaining employee records, encoding payroll data and creating reports,
- Assist with recruitment efforts, including posting job openings, reviewing resumes, and scheduling interviews,
- Help with onboarding new hires, including creating and updating employee files and conducting orientations,
- Supporting internal communication efforts including through organization of company events,
- Assisting the company staff in their daily HR tasks,
- Contribute to the wellbeing activities within the company,
- Keeping an eye on new HR trends to improve our services.

Required Profile

- Based in Belgium,
- Already have or currently obtaining a Bachelor's degree in HR or Business Administration,
- Proficient in Microsoft Office,
- Available at least half time for a period of minimum 3 months starting from February 2023
- Excellent verbal and written communication skills both in French and English
- Excellent organization and communication skills
- Able to communicate with people at all levels in a professional and mature level,
- Strong attention to detail and ability to maintain confidentiality,
- A team player but also able to work independently,
- Have passion for new technologies and trends.

How to apply

Please send your CV in English to jobs@tipik.eu .

GDPR

Tipik Communication Agency is committed to protecting your privacy. We will always keep your personal data safe and will aim to comply with applicable data protection legislation, including the EU [General Data Protection Regulation](#) 2016/679 and the Belgian data privacy act of 8 December 1992 ([FR/NL](#)).

We will only contact you if your application is shortlisted for an interview. Your application will be treated as strictly confidential in accordance with our data protection policy. It may only be shared with other entities from the Sword group in the European Union.

Please also note we will save your CV in our database for a maximum of 2 years so we can contact you again should an opportunity arise for you. If you would like us to erase your data, please let us know when applying by contacting jobs@tipik.eu.