

Human Resources Generalist Trainee

I want to secure tomorrow and enjoy today!

The Nestlé needs YOUTH Initiative will offer jobs to 20,000 people under the age of 30 and create 15,000 apprentice positions and traineeships by 2020 in Europe, Middle East and North America. In the period, 2014-2016, more than 300 youths received job or internship opportunity in Nestlé Bulgaria.

We are looking for a highly organised, open-minded and curious to gain experience colleague to join our **Human Resources Team** and support the training organization and selection process of the Company for the period of one year.

The HR Generalist is responsible for providing support in:

- Organization of internal and external trainings
- Creation, organization and delivery of Induction programs
- Organisation of activities from the "Nestlé Needs YOUTH Initiative" calendar
- Recruitment process activities such as: data administration, creation and publication of job ads, organization of career events and assessment centers

For this position, we are looking for:

- University degree in Humanities such as Human Resources, Social Psychology, Public Administration or Economics – recently graduated or last year of graduation
- Experience in exchange university programs will be considered an advantage
- Previous administrative and/or organizational experience will be considered an advantage
- Fluent spoken and written English
- Ability to quickly identify key issues and prioritize them appropriately
- Strong communication skills
- Ability to work in diverse team

We offer:

- Opportunity to work in an international company with high standards
- Dynamic job with exposure to experts with various educational and professional backgrounds
- Opportunities for professional development
- Attractive social benefits package

All applications will be considered. Only short-listed candidates will be contacted.
All documents will be treated strictly confidentially.