

## HR & Training

### Entrepreneurial Internship

6 months minimum

We are looking to recruit an enthusiastic candidate for an entrepreneurial internship of minimum 6 and up to 12 months in our Brussels office. If you hold passion for and experience in **HR & Training**, we look forward to hearing from you.

#### Main tasks

- Supporting the design of HR processes (HR strategy & models; recruiting, selection, and onboarding; performance review; learning & development program)
- Supporting Benchmarking staff training requirements throughout the organization
- Setting up a training calendar
- Supporting the creation of training courses
- Engaging and working with internal and external trainers
- Administering training courses
- Supporting the Evaluation of training success
- Reporting to management
- Monitoring training trends and innovations

#### Requirements

- Bachelor's degree in HR or Adult Education. Master's degree and Coaching certification are an add-on
- Thorough grasp of training methods and planning
- Excellent communication (oral and written) and presentation skills
- Outstanding organisational and interpersonal abilities (problem solving)
- Full commitment to helping others in the company
- Positive attitude as a flexible team player
- Fluent/native English. French/ Flemish are an add-on

#### What we offer

- Language skills and intercultural competences due to the dynamic and international environment
- Working actively in the Private, Public and Association sector
- Daily contact with our clients and partners operating globally
- Possibility to be hired after the internship

**Number of vacancies:** 1

**Submission:** [riccardo@ianusgroup.com](mailto:riccardo@ianusgroup.com)