

Internship in Human Resources

- Belgium, office in Brussels, open to telework
- Flexible
- Closing date: October 31, 2022

Within the Human Resources Department of WeForest's HQ, you participate in the team's activities and are responsible for a series of missions detailed below. You report to the HR Director and work together with the Zambia HR Manager.

- **Internship agreement:** tripartite convention with the school
- **Starting Date:** February 2023
- **Duration:** min. 3 months

Main Responsibilities

In this role, you will contribute to:

- The onboarding of new staff members (administrative onboarding, including contract and conventions, benefits set up, office onboarding, and staff integration).
- Manage the employee contract and personal information database.
- Prepare the monthly payroll and coordinate with Accounting for timely payment.
- Regularly verify the HR-related insurance policies requirements status and take action when required.
- Support the HR Director in the setup of new HR-related policies and in their implementation.
- Support the HR Director and the recruiting managers in the recruitment process (drafting and disseminating job description, screening and shortlisting applicants, pre-interviewing).
- Maintain recruitment key metrics.
- Provide support in drafting employment offers and contracts.
- Ensure opportunities for the staff to exchange and share knowledge (organization of team calls, knowledge sharing sessions and coordination of internal newsletter).
- Provide support to HR administration by performing various administrative tasks.

Required skills and qualifications

- Currently pursuing a Degree in Human Resources, Business Administration, Psychology or related field
- A passion for our mission, and highly inspired by our goal to make Earth cooler
- Excellent planning, problem solving and organizational skills
- Keen attention to details and adherence to deadlines



- Eager to learn
- Proficient in English

How to apply

Please apply by sending your application in English to recruitment@weforest.org with your CV and a motivation letter. Deadline for application: October 31st, 2022. Due to the anticipated high number of applicants, only shortlisted candidates will be contacted for an interview. We thank you in advance for your interest.