

Let Grenzbach Take You to the Next Level



Our subsidiary in Newnan, GA is currently seeking, for a period of 6 months starting in February 2020, an:

Intern in Human Resources & Business Administration (f/m/d)

Your profile

- Bachelor or Master student of business studies such as HR Management, Business Administration, Marketing
- Good knowledge of the MS Office package
- Time management and self-organization
- Flexibility, commitment and creativity
- Excellent communication skills
- Ability to work independently as well as in a team
- Practical experience in operative Human Resources management and/or related business fields is a plus
- Experience in working with SAP is a plus
- For non-native speakers: Excellent English skills, German language skills are a plus

Your tasks

- Responsible for the selection and recruiting process of new interns
- Support the management of the internship program
- Assist in organizing company events
- Supporting current projects
- Elaboration of new human resources processes (e.g. guideline for new employees, HR manual)
- Supporting the documentation of ISO training measures of employees
- Responsible for time and absence recording with SAP
- Create the monthly newsletter
- Organize and manage the internal wellness program
- Support the department manager with current projects

Grenzbach is a leading global mechanical and electrical equipment manufacturing company in the field of processing line construction and automation of production processes

Grenzbach is a family owned company with 1,500 employees. We have 21 facilities in 10 countries. Our customers are leaders in the glass, solar, building materials, wood, and airline industries. We also develop procedural machines for the chemical Industry.

As a world leader in manufacturing, Grenzbach provides the highest quality products and state-of-the-art technology. Our research and development teams provide our customers with the latest in technology.

Additional information

- Starting date: February 2020
- Duration: 6 months
- Housing: Provided by Grenzbach
- Compensation: \$10 / hour
- Benefits: Access to community pool and discounted gym membership

Please send your application documents via email to intern@grenzbach.com

Grenzbach Corporation
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