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Fidelity Services Group: HR Internships 2024 New Application

Description

Fidelity Services Group is offering an exciting opportunity for a dynamic and motivated individual to join our Human Resources team as an HR Intern. This internship provides valuable hands-on experience in various aspects of HR, including recruitment, employee relations, training and development, and HR administration. The selected candidate will work closely with seasoned HR professionals and gain insight into the complexities of managing human resources in a dynamic and fast-paced environment.

Responsibilities

- **Recruitment Support:** Assist in the end-to-end recruitment process, including job posting, resume screening, conducting initial interviews, and coordinating with hiring managers.
- **Employee Relations:** Support HR initiatives aimed at fostering a positive work culture. Assist in resolving employee queries and addressing workplace issues under the guidance of HR professionals.
- **Training and Development:** Contribute to the planning and execution of training programs. Coordinate training logistics and maintain training records.
- **HR Administration:** Assist in maintaining accurate HR records, filing, and documentation. Support day-to-day HR operations, including onboarding and offboarding processes.
- **Data Analysis:** Compile and analyze HR-related data to identify trends and insights that contribute to strategic decision-making.
- **Collaboration:** Collaborate with cross-functional teams and contribute to various HR projects as needed.

Qualifications

- Currently enrolled in a relevant Bachelor's or Master's degree program in Human Resources, Business Administration, or a related field.
- Strong communication and interpersonal skills.
- Attention to detail and ability to maintain confidentiality.
- Proficiency in Microsoft Office Suite.
- Eagerness to learn and adapt in a dynamic work environment.

Job Benefits

- Gain practical experience in the field of Human Resources.
- Exposure to a diverse range of HR functions and responsibilities.
- Mentorship from experienced HR professionals.
- Networking opportunities within the security industry.

Contacts

1. **Prepare Your Application Materials:**

Hiring organization

Fidelity Services Group

Employment Type

Intern

Duration of employment

3 Months

Industry

Security and Investigations

Job Location

Midrand, Gauteng, South Africa,
1682, Midrand, Gauteng, South Africa

Working Hours

09

Date posted

September 17, 2024

Valid through

11.01.2028

- Update your resume to include relevant education, work experience, and skills.
 - Draft a cover letter expressing your interest in the HR Intern position. Highlight your motivation, relevant skills, and what you hope to gain from the internship.
- 2. Submission:**
- Send an email to the designated contact person or email address provided in the job description. The subject line of the email should read: "HR Intern Application – [Your Name]."
 - Attach your resume and cover letter to the email. Ensure that your documents are in a commonly accepted format, such as PDF or Word.
- 3. Include Key Information:**
- In the body of the email, briefly introduce yourself and express your interest in the HR Intern position.
 - Provide your contact information, including a phone number and an alternative email address if possible.
- 4. Application Deadline:**
- Be mindful of the application deadline mentioned in the job description. Ensure that your application is submitted before the specified date.
- 5. Follow-Up:**
- After submitting your application, you may choose to follow up with a polite email or phone call to confirm that your materials were received and to express your continued interest in the position.