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TotalEnergies: HR Internships 2023 New Hiring

Description

Are you a highly motivated and dynamic individual looking to gain hands-on experience in the field of Human Resources (HR)? TotalEnergies is offering an exciting HR Internship opportunity for students who are eager to learn and contribute to our diverse and inclusive workplace. As an HR intern, you will have the chance to work closely with our HR professionals, immerse yourself in various HR functions, and develop essential skills that will kick-start your HR career.

Responsibilities

- **Recruitment Support:** Assist in the recruitment process by posting job openings, reviewing resumes, and participating in initial candidate screenings.
- **Onboarding:** Help with new employee onboarding by preparing orientation materials and assisting with the orientation process.
- **HR Administration:** Support day-to-day HR operations, including data entry, maintaining employee records, and handling HR inquiries.
- **Talent Development:** Contribute to talent development initiatives, including training programs and performance management.
- **Employee Relations:** Assist in employee engagement activities and provide support in addressing employee concerns.
- **Data Analysis:** Collect and analyze HR data to identify trends and make recommendations for process improvements.
- **Compliance:** Learn about HR compliance and assist in ensuring that the company adheres to relevant laws and regulations.
- **Special Projects:** Participate in various HR projects, allowing you to gain exposure to different aspects of HR.

Qualifications

- Currently enrolled in a Bachelor's or Master's program, preferably in Human Resources, Business Administration, or a related field.
- Strong interest in HR and a desire to pursue a career in this field.
- Excellent communication and interpersonal skills.
- Analytical mindset with the ability to work with data.
- Team player with a willingness to learn and adapt.
- Proficiency in Microsoft Office tools (Word, Excel, PowerPoint).

Job Benefits

- Valuable experience in a global energy company.
- Exposure to a wide range of HR functions.
- Networking opportunities with HR professionals.
- Mentorship and guidance to support your career development.
- A potential pathway to future employment at TotalEnergies based on your performance during the internship.

Contacts

Hiring organization

TotalEnergies

Employment Type

Intern

Duration of employment

3 Months

Industry

Oil and Gas

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

November 19, 2024

Valid through

26.10.2025

If you're ready to embark on a rewarding HR internship journey with TotalEnergies, please submit your resume and a cover letter detailing your interest and qualifications for this role. We look forward to welcoming enthusiastic and motivated individuals who are passionate about making a positive impact in the energy sector and the HR field.

TotalEnergies is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.