



**BMW
GROUP**



ROLLS-ROYCE
MOTOR CARS LTD

CONNECTING. ON A NEW WAVELENGTH.

ACCELERATION. THE BMW GROUP INTERNATIONAL TRAINEE PROGRAMME.

With its brands BMW, MINI and BMW Motorrad the BMW Group is one of the world's most successful premium manufacturers of automobiles and motorcycles as well as a provider of premium services for individual mobility. The engine for the intensity and attraction of our products and services is the passion of our employees. We are part of the sales region for Central and Southeastern Europe.

Internship HR Support (f/m/x).

Tasks.

- HR administration support to HR Business Partner including personal files, draft of HR documents, HR systems management.
- Focus to Recruitment administration and HR Compliance topics.
- Processing of ad-hoc and regular reports to the management.
- Preparation of presentations.
- Participation on HR projects.
- Cooperation within other internal departments and external services providers.
- Creation of ad-hoc analysis.

Qualifications.

- University student or Graduate (Economics/HR).
- Knowledge of Labour Law would be an advantage.
- Fluent in Czech or Slovak language and English.
- Frequent user of MS Office (PPT, Excel, Word), SAP as advantage.
- Ability to communicate and work in a team, willingness to learn, solve problem approach.
- Discreet, structured and accurate way of working.
- Driver's license group B.

Further information.

Employment type: **Internship/Full time.**

Contract: limited contract: **12 months, salary: 34.000 CZK/monthly**

Starting date: **ASAP**

Location: **BMW Financial Services Czech Republic s.r.o., Prague**

Are you looking for an exciting challenge? Then join our team. We are looking forward to receiving your application via **e-Recruiter link here.**