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Premier: HR Internships 2025 New Hiring

Description

Premier is seeking a motivated and enthusiastic HR Intern to join our team. This internship provides an excellent opportunity for individuals interested in gaining hands-on experience in human resources within a dynamic and fast-paced company environment. The selected candidate will work closely with our HR team, supporting various HR functions and gaining valuable insight into HR operations.

Responsibilities

- Assist in recruitment efforts by sourcing candidates, screening resumes, and scheduling interviews.
- Support the onboarding process for new hires, including paperwork completion and orientation coordination.
- Aid in maintaining HR records and databases, ensuring accuracy and confidentiality.
- Contribute to various HR projects, including employee engagement initiatives, training programs, and policy development.
- Assist in administering employee benefits and handling inquiries related to HR policies and procedures.
- Collaborate with the HR team on ad-hoc tasks and special projects as needed.

Qualifications

- Currently pursuing a degree in Human Resources, Business Administration, or related field.
- Strong desire to learn and develop skills in HR functions.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Detail-oriented with strong organizational skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Job Benefits

- Hands-on experience and exposure to various aspects of HR operations.
- Mentorship and guidance from experienced HR professionals.
- Opportunity to contribute meaningfully to HR projects and initiatives.
- Potential for future career opportunities within Premier.

Contacts

1. **Prepare Your Application Documents:** Update your resume/CV to highlight relevant education, skills, and any prior experience related to HR or business administration. Craft a cover letter expressing your interest in the internship and why you believe you're a suitable candidate.
2. **Review the Job Description:** Ensure you understand the responsibilities and qualifications outlined in the job description. Tailor your application to

Hiring organization

Premier

Employment Type

Intern

Duration of employment

3 Months

Industry

Food and Beverage Manufacturing

Job Location

Midrand, Gauteng, South Africa,
1685, Midrand, Gauteng, South Africa

Working Hours

09

Date posted

October 18, 2025

Valid through

28.12.2026

showcase how your skills and experiences align with the position requirements.

3. **Submit Your Application:** Send your application materials (resume and cover letter) to the designated contact email or application link provided in the job description. Use a clear subject line indicating the position you're applying for (e.g., "Application for HR Intern Position – [Your Name]").
4. **Follow-Up:** If you haven't received a confirmation of receipt within a reasonable time frame (typically a week or two), consider following up with a polite email to inquire about the status of your application. This demonstrates your continued interest in the position.
5. **Prepare for Possible Interviews:** If shortlisted, be prepared for interviews. Research the company, practice common interview questions, and showcase your enthusiasm for the opportunity.