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SGS: Human Resource Internships 2025 | 2026 Apply Here

Description

SGS is seeking a dynamic and motivated individual to join our Human Resources team as an Intern. This internship provides an excellent opportunity for candidates to gain hands-on experience in various HR functions within a global organization.

Responsibilities

1. **Recruitment Support:**
 - Assist in the recruitment process, including job posting, resume screening, and scheduling interviews.
 - Coordinate with hiring managers to ensure a smooth and efficient recruitment workflow.
 - Contribute to the development of creative and effective recruitment strategies.
2. **Employee Onboarding:**
 - Support the onboarding process for new hires, ensuring a positive and seamless experience.
 - Assist in the preparation of orientation materials and coordinate orientation sessions.
3. **HR Administration:**
 - Maintain accurate and up-to-date employee records.
 - Assist in HR-related documentation and record-keeping.
 - Support in organizing HR-related events and initiatives.
4. **Employee Engagement:**
 - Contribute to the planning and execution of employee engagement activities.
 - Assist in conducting surveys and feedback sessions to gauge employee satisfaction.
5. **Learning and Development:**
 - Collaborate with the HR team to identify training needs.
 - Support the coordination of training programs and workshops.

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.
- Detail-oriented with excellent organizational abilities.
- Proficient in Microsoft Office Suite.
- Ability to handle sensitive information with confidentiality and professionalism.

Job Benefits

- Gain valuable experience in a global HR environment.
- Networking opportunities with professionals in the field.
- Exposure to various HR functions, contributing to skill development.

Hiring organization
SGS

Employment Type
Intern

Duration of employment
3 Months

Industry
Professional Services

Job Location
Sandton, Gauteng, South Africa,
2146, Sandton, Gauteng, South
Africa

Working Hours
09

Date posted
November 4, 2025

Valid through
02.02.2028

Contacts

1. Prepare Your Application Materials:

- Update your resume to highlight your relevant education, skills, and experiences.
- Draft a cover letter expressing your interest in the Human Resource Intern position at SGS. In your cover letter, briefly outline how your skills and experiences align with the key responsibilities outlined in the job description.

2. Application Submission:

- Submit your application materials via email or through the online application portal, as specified in the job description.
- If applying by email, ensure that the subject line clearly states "Application for Human Resource Intern Position – [Your Full Name]."

3. Include Required Information:

- Ensure your application includes your contact information, educational background, relevant work or internship experiences, and any other details requested in the job description.

4. Application Deadline:

- Submit your application before the specified deadline mentioned in the job description. Late applications may not be considered.

5. Follow-Up:

- If applicable, you may follow up on your application status after the application deadline. However, ensure you do so in a professional and courteous manner.