

Be a force for good



Recruitment Assistant Intern

Position Snapshot

Location: Vevey, Switzerland
Company: Nestlé Enterprises SA
Act. Rate: Full-Time Act. Rate 100%
Type of contract: Internship, 9 months
Start date: 1st August 2024

Position Summary

As a Recruitment Assistant Intern, you will be part of the NRCC (Nestlé Recruitment Competence Center) and provide high quality support to Recruitment Partners. The role offers valuable first HR experience and a great exposure to internal and external stakeholders involved in the recruitment process. It also provides interesting insights and overall picture of the NRCC.

We offer a dynamic, inclusive, and international working environment with many opportunities across different companies, functions, and regions. Don't miss the opportunity to join us and work with different teams in an agile and diverse context.

A Day in the Life of a Recruitment Assistant Intern

- Support the creation of the Job Advertisements
- Post Job Ads on our careers page and on different job boards
- Coordinate the full organization of interviews (online, face to face, case study)
- Assist in the organization of Assessment Centers
- Contribute to ad-hoc projects related to recruitment

What will make you successful

- Bachelor in Human Resources, Business administration or equivalent
- Previous experience as an assistant and/or in HR preferred
- High organization skills and good communication
- Strong team spirit
- At ease with various digital tools or willing to learn
- Able to work in English (spoken and written), French is a strong asset

At Nestlé, we want to help shape a better and healthier world, inspire people to live healthier lives and deliver impact at a scale and pace that makes a difference. We do this by fostering a diverse, friendly, supportive, and collaborative environment, that creates positive disruption, embraces innovation, and empowers people and teams to win.

We aim to hire friendly, respectful, inspiring people who care about the people's lives that we touch every single day.

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HR
Winning through
People and Teams