

Human Resources Department Trainee (6 months)

Your Tasks

- Support the administrative area of Human Resources in daily tasks;
- Organize personnel files in a timely manner;
- Manage data update in SAP and other HR systems;
- Support in the review process of procedures in the administrative area of Human Resources;
- Manage some monthly files to support the area activity;
- Other tasks can be define according to the defined objectives.

Your Skills

- Professional qualification or Degree in Human Resources Management or similar areas (preferential);
- Good Knowledge of MS Office tools;
- Knowledge English language;
- Excellent communication and initiative;
- Adaptability and resistance to pressure.



DRIVING THE FUTURE

Innovative ideas are the hallmark of our successes and move us on. We are passionate about realizing wind energy projects across the globe and meeting tomorrow`s energy technology challenges. You and your engagement can make a contribution to shape the future of renewable energies.

APPLY NOW!

Are you interested? Then please submit your application (CV, motivation letter, certificates, earliest starting date and your salary expectation) via email to: application-portugal@enercon.de.

Location: Viana do Castelo

Contact

application-portugal@enercon.de



www.enercon.de/karriere