

Job Title: HR internship

Country: Italy

Location: Trieste

Function: Human Resources

Level: Internship

Appointment Type: Fixed Term

British American Tobacco currently have an exciting opportunity for a **HR Intern** within the Human Resources department, based in our offices in Trieste.

Main Responsibilities:

- Support the HR Business Partner in acting as a business partner through participation towards successful implementation of the Human Resources strategy that will positively impact on people performance;
- Draft documents related to employees and contracts
- Drive together with the HRBP mid-career recruitment activities;
- Management of service providers/ contractors;
- Support recruitments with support of internal and external partners
- Support HR controlling : maintain 100% accuracy of HR systems, update referentials, and automate dashboards and analysis
- Support payroll activities

Essential requirements:

- Degree in Economics, Law and Political Science;
- Good working knowledge of computer applications;
- Strong analytical and problem-solving skills.
- Good spoken and written Italian and English proficiency;
- Excellent interpersonal skills and available to support others;
- Good negotiation and influencing skills;
- Ability to work under pressure;