

# Argentina Jobs Expertini®

## HR Trainee

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Company: Firmenich

Location: Argentina

Category: other-general

**Location :** Don Torcuato, Buenos Aires, Argentina

**Job Model:** Hybrid

We are looking for an intern for the Human Resources area. The main focus of this position is to provide support to all HR tasks. We are looking for someone proactive, eager to learn and with internal customer focus.

### **Key Responsibilities**

Participation in recruitment and selection processes.

Participation in payroll process.

Collaborate with the internal communication and events of the subsidiary.

Manage files and documentation of employees.

Creation and follow up of purchase orders for supplies and services of the area.

### **You bring**

Student of 2nd year and onwards of Human Resources career.

Intermediate/advanced oral and written English .

Knowledge of MS Office and Share Point .

SAP management (preferred)

Previous experience in administrative and/or HR tasks.

## We bring

A rich history and a promising future of bold scientific innovation and passionate creation with our customers

A space to grow by encouraging and supporting curiosity and an open mindset

A culture that prioritizes safety and well-being, both physically and mentally

The opportunity to work for a company where sustainability is much more than a claim and is core to our strategy and purpose

A flexible work environment that empowers people to take accountability for their work and own the outcome

Barrier-free communities within our organization where every employee is equally valued and respected – regardless of their background, beliefs, or identity

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