

INTERNSHIP OFFER

HR ASSISTANT



TASKS

- Perform PRL administrative tasks, including document management.
- Coordinate medical examination requests.
- Assist with Social Security registrations
- Collaborate in managing employment contracts.

WE OFFER

- Paid internship.
- Opportunity for post-internship hiring.
- Continuous training with personalized development plan.
- Work in a highly qualified team.
- Hybrid work model.

REQUIREMENTS

- University student or recent graduate in Human Resources, Labor Relations, Business Administration or similar
- Interest in Human Resources and administrative management.
- Ability to work in an organized manner, maintain confidentiality, and meet established deadlines.
- Excellent interpersonal communication skills and teamwork abilities.

CONTACT US!



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