

Human Resources Intern

If you're drawn to the dynamic world of entrepreneurship and startups, Startup Greece offers an ideal environment for you to flourish. Here, your passion for innovation and your entrepreneurial spirit will find fertile ground, as you collaborate with like-minded individuals and contribute to the vibrant startup ecosystem.

Position Summary: As a Human Resources Intern at Startup Greece, you will play a crucial role in the comprehensive recruitment process of volunteers and other interns. Your responsibilities will include preparing new job descriptions, crafting job postings, conducting email correspondence with potential candidates, reviewing applications, coordinating interviews, arranging contracts, and organizing schedules. Additionally, you will actively contribute to the conceptual design and implementation of our HR strategy, which is vital for the success of our organization.

Key Responsibilities:

- Manage the end-to-end recruitment process for volunteers and interns.
- Prepare and update job descriptions to attract suitable candidates.
- Create job postings to be advertised on relevant platforms.
- Communicate effectively via email with potential candidates.
- Review applications and shortlist qualified individuals.
- Coordinate and conduct interviews with selected candidates.
- Arrange contracts and handle administrative tasks related to onboarding.
- Assist in developing and implementing the HR strategy.
- Evaluate and improve HR processes and procedures.
- Collaborate closely with our team to support HR initiatives.
- Encourage innovative ideas and creativity in HR practices.

Requirements:

- Academic knowledge on Human Resources Management, Recruiting, Psychology or on other relevant fields
- Good organizational skills
- Effective communication
- Proficient in problem solving
- Good knowledge of Microsoft Office (Word, PowerPoint, Excel)

Performance Objectives:

- Successfully recruit qualified volunteers and interns for our initiatives.
- Develop and implement HR strategies to support organizational goals.
- Enhance HR processes for efficiency and effectiveness.
- Collaborate effectively with the team to achieve HR objectives.
- Encourage and contribute to innovative HR practices.



Key Performance Indicators (KPIs):

- Number of successfully recruited volunteers and interns.
- Effectiveness and alignment of HR strategies with organizational goals.
- Efficiency improvements in HR processes.
- Feedback and collaboration ratings from the team.
- Implementation of innovative HR practices.

Our Offer:

- Opportunities for self-responsibility and decision-making.
- Work in a young international team.
- Flexible timetable to accommodate personal needs.
- Participation in events and NGO meetings.
- Regular feedback and mentorship.
- Experience and knowledge sharing opportunities.
- Training on various subjects and programs to enhance skill set and professional development.

Additional Information:

The minimum duration for an internship is three months, with a maximum of twelve months. However, we highly recommend interns to consider staying for a period of four months or longer. This extended duration allows interns to immerse themselves fully in our operations, gaining a comprehensive understanding of our work before concluding their internship.

Interns should currently be enrolled in a bachelor's or master's program at a university, or have completed their degree within the past year. Please note that interns are required to bring their own laptops. Kindly be advised that this internship is unpaid.

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