FERRERO LUXEMBOURG IS HIRING A INTERNSHIP HR TRAINING FOR INTERNSHIP 6 MONTHS.

Date : 01/06/2018

**Job reference** : JB - UB - 112.1-25364040

**Type of contract** : Internship

**Localisation** : Luxembourg 2632, LU

**Contract duration** : 6 months

**Level of studies** : Bachelor's Degree

**Years of experience** :

**Company description** :
At Ferrero, you'll discover an employer that truly cares for the interests of its people: as such we are recognized as an employer of choice in 17 countries, Forbes RepTrak Worlds 26th Most Reputable Company, trendence 33rd Europe's Ideal 500 Employers and 54 Universums Worlds Most Attractive Employers. As we grow around the world, we are able to offer significant opportunities for career development and mobility.

**Job description** :
We are currently searching an intern who will support the Ferrero Know-How Academies Team in their ongoing activities and projects linked to training sessions run in the Ferrero HQ in Luxembourg to ensure their smooth conducting.

**TRAINING SUPPORT**
* Prepare materials (presentations, trainer's guides, training tools, print outs, stationery, products, training certificates)
* Organize the logistics for the trainings in Luxembourg (lunch/meals, transportation to the training center when requested, trainer's accommodation and travel)
* Responsible for the training feedback forms (for the different levels of learning)

**LEARNING TOOLS**
* Active support with updating the Know How Academy course frameworks of each Know How Academy (structuring of courses with a dynamic excel tool) and preparing the team with information about course numbers and potential changes in the Frameworks
* Active support in managing the Know How Academies courses in the Ferrero Learning Management System (creating courses/sessions, participant's management, reporting etc.)
* Active support as contact person between the Know How Academies Team and the Ferrero Learning Systems Team for launching Know How Academy relevant contents in the new Ferrero learning management system
* Active support with updating a dynamic excel tool to track the training hours of internal trainers
* Evaluation of Feedback forms with excel and online evaluation tools
* Active support in the coordination of the “Training More” program (coordination with purchase department etc.)
* Active support by conceptual tasks (working with team on communication Strategy/ visual suggestions for E-learning providers, suggestion for programs)
* In charge to prepare meeting minutes in the weekly team meetings
* Structuring of the Know How Academy Shared folder

**ADMINISTRATIVE SUPPORT**

**Required profile** :
Profile
* BSC/ MSc Student or Graduate in Business Administration, Human Resource Management, Psychology or related fields;
* Excellent interpersonal skills
* Project management skills;
* Flexibility and adaptability;
* Proactivity.

IT Skills
* MS Office (Word, Powerpoint and especially excel).

Languages
* Fluency in English;
* Any other European language is a plus.

We offer
* An international and challenging working environment;
* Compensation package: 1.500€ gross/ month;
* Free canteen.

To apply: https://apply.multiposting.fr/jobs/6591/25364040