**Description**

Are you passionate about Human Resources? Do you enjoy big challenges, working with and learning from a fresh and high-performing team?

PeopleCert, a pioneer in combining certifications with technology and a global leader, is expanding rapidly and is in need of an **HR Trainee** to support our team. You will be trained to provide the highest level of support across the range of HRM processes to ensure smooth workflow, prompt response to employee requests, compliance with company procedures and labour laws.

Organizational, communication skills and constant desire for self-development are a plus for this position.

**You will be trained to:**

* Prepare & post vacancies in job boards and social media
* Source, pre-screen candidates and organize interviews and assessments
* Keep employee records and provide assistance to employees in various employee related issues
* Address different payroll issues and assist in the calculation of payroll
* Organize trainings and events for employees

• Participate in various HR initiatives and events

**Requirements**

* Up to 6 months internship course, in participation with your educational organization
* Studies related to HR/ Business Administration/ Management are preferred
* Excellent use of the English language (C2 level)
* Very good use of MS Office applications
* Excellent communication, interpersonal and organizational skills

If you are looking for an international, fresh and fast-growing environment to start your career we would like to hear from you!

**About PeopleCert**

PeopleCert is a global leader in assessment and certification of professional skills, partnering with multi-national organizations and government bodies for the development & delivery of standardized exams. Delivering exams across 200 countries and in 25 languages over its state-of-the-art assessment technology, PeopleCert enables professionals to boost their careers and release their life ambitions.

**Quality, Innovation, Passion, Integrity** are the core values which guide everything we do.

Our offices in UK, Greece, Cyprus and Turkey boast a culture of diversity, where everyone is different, yet everyone fits in. Our commitment is to develop and maintain a workforce that reflects the very diversity of our customers and the communities in which we do business.

For more information, please visit the corporate website [www.PeopleCert.org](http://www.PeopleCert.org)

PeopleCert regrets that due to the large volume of applications received, we will only consider those who solely correspond to job requirements as listed above.

All applications will be treated with strict confidentiality.