



CAREER OPPORTUNITY

HR PROJECT INTERN (M/F)

INTERNSHIP
POSITION
GENEVA

ABOUT THE FIA

The Fédération Internationale de l'Automobile (FIA) is the governing body of motor sport and the federation of the world's leading motoring organizations. The FIA is an international non-profit association.

OVERVIEW

Fully integrated in our Human Resources team, the intern will participate in the delivery of HR projects to bring people-centered initiatives, supporting international teams. This experience will also cover a full span of the employee life cycle, and allow him/her to develop a great skillset in HR tools used for staff development as well as project management skills.

MAIN RESPONSIBILITIES

Support ongoing HR Projects such as: the improvement of the on-boarding process, the certification related to Equality, Diversity and Inclusion (EDI), the update of the employee handbook, the deployment of the HRIS and the development of the training plan.

Participate in the complete recruitment cycle of interns and apprentices.

Prepare HR KPI's/board presentations for the Leadership team.

Contribute to the organization of internal events dedicated to the cohesion and well-being of employees.

PROFILE

- Student in Human Resources (master or equivalent)
- Internship agreement mandatory
- Available for a minimum of six months to one year
- A first experience in a Human Resources department is highly desirable
- Very good level of written and spoken English and French
- Very good command of Microsoft Office
- At ease in an international environment
- Excellent organisational skills and sense of responsibility
- Ability to summarise information and strong writing skills
- Discretion
- Ability to prioritise
- Enthusiasm and commitment
- Good sense of initiative
- Ability to work independently and in a team

**IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SEND YOUR CV
AND MOTIVATION LETTER TO**

ccsorgei@fia.com

Publication referent : Carole Csorgei | Concerned Department : People and Culture

The FIA is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religion or ethnicity, including persons living with disabilities, to apply to become a part of the organisation. Female candidates are particularly encouraged to apply.