



PASSIONATE ABOUT HR & WORKING WITH PEOPLE?

Clipper Group is looking for a HR Intern to assist our HR & Communication department in the implementation of new HR platforms, handle employee requests and contracts and help with other ad hoc HR and administrative tasks.

You are probably enrolled in a relevant degree such as HR, Communication or Business and are looking to do an internship as part of your studies. The duration of the internship is six months and arrangements can be made to suit your institution's requirements.

YOU HAVE GOOD PLANNING AND ORGANIZATIONAL SKILLS

- You have excellent communication skills in English
- You have the ability to coordinate multiple tasks simultaneously and have an eye for details
- You enjoy working independently and have a responsible approach to tasks
- You have a positive, open attitude and are eager to learn
- An overall understanding of different HR systems is a plus, but not mandatory

We believe that trust is a great motivator. We wish you to have a positive attitude and not be afraid to ask for help. You will be part of a small and efficient HR team and you will report to our Head of HR and Communication.

YOU WILL BE RESPONSIBLE FOR

- Handling a variety of HR admin tasks such as responding to employee requests, preparing job ads and contracts
- Proofreading and ensuring quality of HR material written in English
- Assisting in the implementation of a new HR system
- Assisting in the implementation of a HR chatbot, learning management and benefit management system
- Other ad hoc HR and administrative tasks

We offer an exciting internship in a good working environment, competitive compensation and excellent working conditions in modern facilities with a lunch scheme, fitness room and staff activities.

Application Portal We only accept online applications and process them continuously. We expect the position to be filled as soon as possible.

Please submit your application and CV via [this link](#) no later than December 15, 2018.

If you have any questions, please do not hesitate to contact HR Assistant, Line Randløv | +45 30 38 50 48 | corp.people@clipper-group.com

Clipper is an international shipping company with 150 employees worldwide. Our core business is dry bulk; transporting cargo like grain, coal, steel and logs. The people in our chartering and operations departments operate more than 140 bulk carriers. Clipper has a clear CSR policy and became a member of UN Global Compact in 2016. Find out more at clipper-group.com.