



Regional Human Resources Trainee - BNP Paribas

BNP Paribas is a key player in international banking, and has a presence in 64 countries, with more than 178,000 employees, including nearly 145,000 in Europe. The Group supports all its customers - individuals, associations, entrepreneurs, SMEs and institutions. BNP Paribas has 200 years history in Europe and a firm position in Hungary for 30 years. In its Corporate & Institutional Banking BNP Paribas also enjoys strong positions in the Central Europe region, with branch offices in five countries (Hungary, Check Republic, Romania, Bulgaria and Greece), serving nine countries.

The position provides an excellent job opportunity to gain experiences and to make practical use of your knowledge in our multinational and dynamic environment with professional staff.

What you will do:

- Providing administrative support to the daily work of the HR team,
- Participaction in different Regional HR projects, effective help in their execution,
- Employee life-cycle management: joiners, movers, leavers,
- Payroll and occupational health related administration,
- Preparation of presentations, internal communications and reports,
- Handling and reviewing sensitive, complex documentation and databases.

The position is for you if you have:

- Relevant ongoing College/University studies, preferably majoring in HR or Management & Organization,
- Having interest in HR and in a multinational environment,
- Fluent English both written and spoken, native Hungarian knowledge,
- Excellent computer literacy and Microsoft Office 365 (Excel, Word, PowerPoint) knowledge,
- Proactive mind-set, willingness to develop and learn,
- Good communication skills, helpful personality, precise and independent working.

Why should you join us:

- Flexible and supportive environment,
- Possibility to work in a multicultural team,
- Real opportunity to gain valuable professional work experience,
- Learning about the banking sector in a highly professional and dynamic team,
- Paid vacation days and benefits for trainees in the spirit of equal treatment.

Starting date: as soon as possible

Working hours: min. 20 hours/week

If you satisfy the above criteria and are seeking a demanding career opportunity, please send your English and Hungarian CV, quoting "Trainee in Regional Human Resources" to applications.hu@bnpparibas.com Due to the General Data Protection Regulation valid from 25th May 2018 please note that we can only accept your application to that position if you attach the signed version of the BNPP Hungary Privacy Notice for Recruitment available at this link to your application via e-mail. We kindly ask you to read and complete it to acknowledge and scan it.