

Taiwan Jobs Expertini®

P&O Intern

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Company: Siemens Limited

Location: Taiwan

Category: other-general

Welcome to Siemens! As a P&O Intern, you'll play a pivotal role in various aspects of HR functions. If you're a proactive self-starter with great communication skills, we invite you to embark on this enriching journey with us! Responsibilities: Perform HR full functions, including but not limited to:

Provide departmental administrative support.

Manage personnel document filing and organization.

Prepare P&O monthly reports as needed.

Support in recruitment activities, such as interview arrangements and candidate sourcing.

Work on initiatives and projects related to talent management, Compensation & Benefits, Learning & Development, P&O Operations etc.

Requirements:

Basic understanding and skills of Microsoft Outlook/ Office.

Good communication and interpersonal skills.

A self-starter with ownership.

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