

# Luxembourg Jobs Expertini®

**Trainee in Human Resources - 12 months H/F**

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Company: Amundi

Location: Luxembourg

Category: other-general

## **Description du poste**

Under the supervision of the Head of Human Resources, you will become a key member of our team of 6 people and participate or get insight in:

**Training** Support in the coordination of the annual training campaign in line with the company's strategy and objectives, manage the training budget, analysis and strategic recommendation, supports planning and delivering of training sessions;

**Recruitment** Job description and job board management, announcements, selection & interview process, onboarding;

**HR Administration and Payroll:** Support that the organization of HR admin and payroll activities is in line with the HR strategy and with market practices, cooperate with HR professional in the global HR team;

**HRIS:** Regular update and work with our HR management tools (personnel management & training), creation of reports for regular reporting and ad hoc requests (HC and FTE flow), coordination and monitoring of Absence Management, strategic recommendation for improving the absenteeism rate (communication, training, awareness, health & safety);

**Labor law:** Ensure the compliance with all local legal regulations;

**Various:** Event organization, review of internal policies and procedure to ensure updated English documents, solving standard matters and support HR team in complex task, deals with all respective counterparts (staff delegation, payroll provider, authorities and external

providers), analysis and comparison of the indicators and social legislation of the Greater Region (BEL / LUX / FR / GER), retirement, health, etc.

**If this sounds interesting and you'd like to join a company that is very invested in the training of its trainees, don't hesitate to apply with your CV and cover letter in English!**

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