

Human Resources Paid Internship

Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service. Read on more on our Career site: <https://careers.atradius.com/en/careers>.

Department Description

Human Resources

Job Description

We have a Human Resources Internship available in our Hunt Valley office. This individual will be a valuable part of the Human Resources team, acting as an HR Assistant focused on Employee Engagement, Benefits and Wellness initiatives. This position will report directly to the HR Benefits & Payroll Manager and assist the HR team with various tasks including scheduling and supporting onsite training and employee events, assisting and scheduling wellness initiatives, and conducting HMS audits. The successful candidate will utilize attention to detail and good judgment while maintaining strict confidentiality and discretion at all times.

Paid Internships provide flexible hours around your school schedule and priority selection when full time positions become available. This is a paid position with Hybrid flexibility allowing for up to 60% of remote work after initial training and dependent upon business needs.

In this position your key responsibilities will be:

- Scheduling and assisting in preparation for all local training initiatives
- Assisting HR Generalist in facilitating employee events and committee meetings
- Assisting HR Benefits Manager on all wellness initiatives
- Assist HR Benefits Manager with benefit and HMS Audits
- Assist the Human Resources Department with other related projects as assigned

What qualification should you have? The ideal candidate will have the following profile:

- Pursuing a Bachelor's degree in Human Resources Management, Organizational Development, Business or related focus; preference will be given to students with junior standing and a GPA of 3.0 on a 4.0 scale
- Strong written & verbal communication skills, with public speaking in a professional setting a plus
- Demonstrated ability to manage multiple priorities with accuracy, efficiency, and in a timely manner
- Ability to work both independently and collaboratively in a business group
- Solid analytical and problem-solving skills
- Proficiency in Microsoft Office, particularly Outlook, PowerPoint, and Excel

Hourly Compensation - \$16 an hour

Equal opportunities for all

The success of our organization stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

Do you have any questions about our offer?

Elizabeth Townsley, Human Resources Manager, is available by e-mail at Elizabeth.Townsley@atradius.com

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.

You can find further information on our website: <https://group.atradius.com>