

# Human Resources 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>.

## Human Resources Internship – Talent Acquisition & HR Projects

Are you passionate about the world of Human Resources and looking to take your first steps in an international, dynamic, and learningdriven environment? If you're currently studying Human Resources, Psychology, Business Administration, or a related field, this opportunity could be a great fit for you.

### Your responsibilities will include:

- Actively participating in recruitment processes: posting job offers, screening CVs, conducting interviews, and coordinating with candidates.
- Supporting the onboarding of new interns and employees, ensuring a smooth and positive integration experience.
- Managing documentation with universities and platforms for internship agreements.
- Updating and maintaining the HCM tool, handling new hires, terminations, internal movements, and key employee data.
- Preparing and monitoring HR reports, with a strong focus on data analysis and Excel.
- Collaborating in the optimization of internal HR processes, contributing ideas and supporting their implementation to improve efficiency.
- Providing support in HR projects such as performance evaluation, goal setting, internal surveys, and other crossfunctional initiatives.

### What we're looking for:

- Currently enrolled in a Bachelor's or Master's degree in Psychology, Human Resources, Business Administration, or related fields.
- Ability to sign an internship agreement with your university or educational institution.
- Fluent English, both spoken and written (B2–C1 level).
- Good command of Excel and Microsoft Office tools.
- Genuine interest in talent acquisition and people development.
- Strong organizational skills, clear communication, and a proactive attitude.
- Eagerness to learn, contribute ideas, and work collaboratively.

### What we offer:

- A dynamic, international, and challenging environment.
- Continuous training and support to help you develop your potential.
- Hybrid work model and a collaborative atmosphere.
- Participation in real projects.
- Paid internship: **700 €**.

## Equal opportunities for all

The success of our organisation 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.