



LOCATION
Berlin, DE



COMPANY
BASF Services Europe GmbH



WORKING HOURS
Full-time



CONTRACT TYPE
Internship



WORKING AREA
Human Resources



REFERENCE CODE
EN59723651_ONLE_1

RESPONSIBILITIES

Within the HR Services Team Netherlands, we are a diverse and inclusive team of experts and young professionals. Together, we are committed to deliver the highest quality of service to our BASF partners in the Netherlands. To complete our team, we are looking for an HR intern/Working Student who will be in charge of different missions in the A to Z Personnel Administration Process fields for the Dutch entities of BASF. Your tasks will include:

- # The organization of communication with employees, HR Business Partners and all relevant stakeholders in the HR process
- # Coordinate and execute the HR activities and administrative tasks to ensure effective day-to-day HR operations and case management, including administration of leave, sickness and document management
- # Assistance in the preparation of employment contracts, certificates, attestations, etc.
- # Supporting the internal knowledge process, while working on the structure and documentation of knowledge in our internal data bases

BENEFITS

- # Responsibility from day one in a challenging (international) working environment and "on-the-job" training as part of a committed team.
- # Flexible working hours with home office possibilities.
- # An environment of continuous learning and personal development.
- # Does this sound like you? Apply now!

ABOUT US

At BASF, the chemistry is right. Because we are counting on innovative solutions, on sustainable actions, and on connected thinking. And on you. Become a part of our formula for success and develop the future with us - in a global team that embraces diversity and equal opportunities irrespective of gender, age, origin, sexual orientation, disability or belief.

Please note that we do not return paper applications including folders. Please submit copies only and no original documents.

Together we can accomplish everything. Through the power of connected minds.

We are looking forward to your online application at www.basf.com/jobs.

We are happy to answer your questions: Email jobs@basf.com | Tel 00800 33 0000 33



We create chemistry

Please upload the documents, summarized in a PDF if possible.

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