



you X us

We're a perfect fit. We are the world's leading company in functional papers. Push yourself to the next level with our philosophy of creative collaboration. Join our global family and be part of our next chapter: Visit [delfortgroup.com](http://delfortgroup.com)

For our headquarters in Traun, we are looking for a  
**CORPORATE HR STUDENT ASSISTANT**  
(min. 6 months, min. 20h/week, f/m/d)



**delfort**

creative collaboration

### Your tasks/responsibilities:

During this internship, you will have the opportunity to support our Corporate HR team and take on tasks independently across the whole HR life cycle:

- Support in recruiting and onboarding processes: applicant management, etc.
- Support of development initiatives group-wide
- Reporting: creating the monthly group-wide HR report and supporting the budget process
- Administrative tasks, internal and external communication, etc.
- Support in further optimizing our HR processes

### Your skills:

- Open minded and team-oriented personality with strong communication skills and a diligent work ethic
- Excellent English language skills
- Knowledge of MS Office tools (Word, PowerPoint, Excel) of advantage
- Studies in business administration/ general management with focus on HR of advantage

### We offer:

- We are a team of highly motivated HR professionals, who are looking forward to welcoming you in our team to show you all aspects of Corporate HR work at delfort
- Together with our international HR colleagues, you will have the chance to gain first-hand work experience in a world-wide operating company
- You will have the advantage of several delfort employee benefits: attractive working time scheme, training and development possibilities, monthly activities in our "think healthy" program
- The minimum salary for this position according to the collective bargaining agreement of the Austrian paper industry is EUR 2,356.71 gross per month (full-time basis).

We have exciting plans for our future and offer fascinating areas of responsibility at an international successful group of companies.

If you are willing to be actively involved in the further development of HR at delfort, we are looking forward to receiving your application documents:

[delfortgroup AG](http://delfortgroup.com), Corporate HR  
Mag. Verena Prandstätter  
[www.delfortgroup.com/career](http://www.delfortgroup.com/career)