## Internship Human Resources

<table>
<thead>
<tr>
<th>Department</th>
<th>Human Resources</th>
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<td>Location</td>
<td>Brussels (Anderlecht)</td>
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### Description of Company:
The Bosch Group is a leading global supplier of technology and services. It employs approximately 390,000 associates worldwide and generates sales of roughly 73.1 billion euro. Its operations are divided into four business sectors: Mobility Solutions, Industrial Technology, Consumer Goods, and Energy and Building Technology. As a leading IoT company, Bosch offers innovative solutions for smart homes, smart cities, connected mobility, and connected manufacturing. It uses its expertise in sensor technology, software, and services, as well as its own IoT cloud, to offer its customers connected, cross-domain solutions from a single source. Bosch improves quality of life worldwide with products and services that are innovative and spark enthusiasm. In short, Bosch creates technology that is 'Invented for life'.

### Tasks:
You will be working as an Assistant of the Human Resources Department in Brussels. You will be in charge of the recruitment process for all internship positions at Robert Bosch, Bosch Rexroth and Bosch Thermotechnology in Belgium. Updating job descriptions, actively managing the recruitment process, contacting candidates and writing reference letters for the interns are examples of your responsibilities. Furthermore you will assist the compensation and benefits coordinators with HR management and payroll topics and the rest of the team by handling various administrative tasks.

### Required Skills:
You are currently a student in Business or in Psychology with Human Resources focus. You have gained some practical experience and you are confident in working with MS Office. You have excellent communication skills and you are able to work in a team. Furthermore you are very well-organized and you can work independently on a tight deadline. You need to be a stress-resistant and flexible person. Fluency in English is necessary. Good knowledge of French and/or Dutch and/or German is important.

We are looking forward to receiving your application by email (please mention the exact title of the position). Do not hesitate to contact us if you have any further questions.

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<th>Allowance: €750/month</th>
<th>Start: 05/02/2018</th>
<th>Duration: 6 months</th>
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