

Are you ready to kick-start your career in HR? 🚀

HR intern (80%-100%)

8 to 12-month contract

What's in it for you?

You'll get a 360-degree view of the HR world, diving into recruitment, employee lifecycle, HR admin, labour law, and more! Working alongside our small and friendly team of three people, you will be involved into the day-to-day action and gain exposure to HR practices and processes under the wings of our seasoned team members. This is a truly unique opportunity to kick-start your career in Human Resources!

What we offer:

- Mentorship by HR professionals who are committed to your growth and development
- A truly international and dynamic work environment
- A value-driven organisation, in which we care for people
- A fun and supportive environment: we work hard but also know how to have fun
- Six weeks holidays

What will you do?

- Provide administrative and operational support to the team
- Post job adverts, sort through applications, set up / participate to interviews
- Prepare employment contracts
- Keep our recruitment mailbox in good shape
- Help out with work permit, employee relocation and onboarding
- Keep our employee database fresh and updated
- Jump into various HR projects based on your skills

What we are looking for:

- Are you an undergrad (CFC, MPC) or a recent graduate (Bachelor, Master) with a strong interest in HR? We want to hear from you!
- Fluency in French or English (C1 minimum) with a good command of the other language (B2 minimum)
- Self-starter with a can-do attitude and a positive mindset
- Well-organised, reliable and a strong attention to detail
- Effective in working both collaboratively and independently
- Ability to build bridges in our culturally diverse environment
- Swiss/EU citizenship or holding a Swiss work permit

Ready to join us?

Are you all in? Don't be shy, [apply!](#) Send us your resume and a short description about who you are and why you would be interested in joining our HR crew.

Our Recruitment process

1. We check your application
2. We discuss with you during a first video-call
3. We invite you for a face-to-face interview, practical test and a short campus tour
4. We check two references
5. Congrats! You're in! ✨

**We care for children**

The International School of Lausanne is committed to safeguarding and promoting the welfare of children and young people. We expect all of our staff to share this commitment. A complete reference check and criminal records check and/or police clearance will be conducted on all successful applicants.

We value diversity

At ISL, all members of our community contribute to creating an environment where diversity is valued. Each individual is committed to ensuring everyone has a strong sense of belonging and feels respected. ISL is committed to being an inclusive employer that values diversity. Find out more about our values [here](#).