

## Erasmus+ Traineeships between Germany and the Western Balkans

### Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
<b>Name</b>	<b>ManpowerGroup Serbia</b>
<b>Type of Organisation/Company</b>	Human Resources
<b>Brief description of the Organisation/Company</b>	ManpowerGroup is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.
<b>Address</b>	Bul. Mihajla Pupina 115v, Belgrade, Serbia
<b>Website</b>	<a href="http://www.manpower.rs/">http://www.manpower.rs/</a>

<u>Contact Person</u>			
<b>Name of Contact Person</b>	Petra Spasojević		
<b>Department/Position</b>	Talent Acquisition Team/ Team Lead for Junior Achievements		
<b>Telephone</b>	+381 11 41 43 090	<b>Email</b>	<a href="mailto:petra.spasojevic@manpowergroup.rs">petra.spasojevic@manpowergroup.rs</a>

<u>Traineeship requirements: Who are you looking for?</u>	
<b>Subject area of trainees</b>	Human Resources/ Psychology/ Business Administration/ Economics/ Law/ Social Sciences/ Philology and similar
<b>Required skills of trainees</b>	<i>Fluency in English is mandatory as well as PC literacy. Problem solving and can-do attitude, interpersonal and communication skills are essential.</i>
<b>Required language skills of trainees</b>	<i>English- fluency level</i>
<b>Possible tasks of trainees</b>	Taking an active role in the <u>selection and recruitment</u> of candidates for various companies and industries. Participating in current projects within <u>People &amp; Culture</u> department of our company Assisting in preparation of <u>HR administration</u> documents and getting acquainted with Serbian Labour Law

<b><u>Additional Information</u></b>	
<b>How should trainees apply?</b>	All applicants are welcome to send their resumes and letter of motivation to <a href="mailto:petra.spasojevic@manpowergroup.rs">petra.spasojevic@manpowergroup.rs</a>
<b>Optional comments (e.g. duration, salary, accommodation)</b>	Envisage of duration of the traineeship is up to 2 or 3 months. Accommodation costs as well as meal/lunch is offered for this period.