

Erasmus+ Traineeships between Germany and the Western Balkans

Internship Offer: Organisational Fact Sheet

<u>Organisation/Company</u>	
Name	ManpowerGroup Serbia
Type of Organisation/Company	Human Resources
Brief description of the Organisation/Company	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.
Address	Bul. Mihajla Pupina 115v, Belgrade, Serbia
Website	http://www.manpower.rs/

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

<u>Traineeship requirements: Who are you looking for?</u>	
Subject area of trainees	Human Resources/ Psychology/ Business Administration/ Economics/ Law/ Social Sciences/ Philology and similar
Required skills of trainees	<i>Fluency in English is mandatory as well as PC literacy. Problem solving and can-do attitude, interpersonal and communication skills are essential.</i>
Required language skills of trainees	<i>English- fluency level</i>
Possible tasks of trainees	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 & Culture</u> department of our company Assisting in preparation of <u>HR administration</u> documents and getting acquainted with Serbian Labour Law

<u>Additional Information</u>	
How should trainees apply?	All applicants are welcome to send their resumes and letter of motivation to petra.spasojevic@manpowergroup.rs
Optional comments (e.g. duration, salary, accommodation)	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.