



Covet Group
www.covetgroup.com



Human Resources Trainee

COVET GROUP is a Portuguese company with a proven experience in the design and luxury field. We are proud of being a Team of Excellence that fights everyday to conquer the world through Design. A non settle feeling that keeps us with eyes always set on the future.

As an HR trainee, your role will involve gaining experience of all aspects of HR, also known as human resources and personnel. You will work with a view to progressing to officer level, where you will arrive at a certain moment to full autonomy. You will be interacting with the various brands of the group and in collaboration with them, you will search, select and communicate with candidates in view of possible futures internships in the different brands.

MAIN TASKS

- Contacting and managing potential future International trainees
- Working with database and Excel
- Serving as a point of contact with the different brands
- Bringing new ideas and concepts into the company
- Getting in contact with universities to create new partnerships or to concrete the existing ones
- Dealing with documents and collaboration with the other departments and brands
- Meeting with other brands of the same organisation.

REQUIRED SKILLS

Languages

English : at least B2 (preferential factor)

Personal skills

- Good Microsoft Office package, especially Excel
- Communication skills
- Teamwork
- Creativity
- International and multicultural vision
- High attention to details

QUALIFICATIONS

No experience required. Willing to do the internship for at least 3 months.
Preferably students from Psychology, Human Resources, Sociology, Communication, Public Relations or other related specializations.

WORKING CONDITIONS

Full time internship (40 hours/week)

Schedule: Monday to Friday

Location : Rio Tinto, Portugal





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SALARY

The company does not offer any financial compensation, but the students interested in performing internships in our brands and departments have the possibility to get hired after the end of the internship period.

Become a member of this **extraordinary and committed team**, you will face **new challenges** and face them with **your own perspective**.

Get to know more about us on our [COVET GROUP WEBSITE](#) or in our [YouTube channel](#).

