

A smiling man with short brown hair, wearing a white button-down shirt and a black headset, is sitting at a desk and looking at a laptop. The background is a blurred office environment.

**ARE YOU
THE ONE?**

INTERSHIP HR Administrative Trainee

WHAT YOU ARE LOOKING FOR

- Nine-months full paid internship
- Full-time professional experience
- Opportunity to grow and develop
- Great work environment

WHAT WE ARE LOOKING FOR

Do you have an academic background in the field of Human Resources, Secretarial Administration or Social Sciences? Are you self-motivated, autonomous, efficient communicator and extremely organized? Would you like to work in a multinational environment? Do you master Office Tools (namely Excel) and are proficient in English?

If you answered “Yes” to all questions above, then you are the one!

Join us and you will be responsible for:

- Support onboarding/offboarding
- Contribute to monthly payroll
- Liaise with external HR services providers
- Perform HR administrative and benefits management related tasks
- Update HR tools and assure data quality

Become part of an innovative IT services company implementing market-leading solutions to the Group AXA & to its insurance companies all over the world. Join a large team of IT professionals worldwide of which more than 350 are based in Lisbon!

We look forward to receiving your application until October 21st at
<https://jobs.axa/careersection/1/jobdetail.ftl?job=200008RU>