



Intys HR is a consultancy agency that operates within the field of HR. We strongly believe that people are at the basis of any organization's success. Our goal is to help both those people and those organizations, by never losing track of the business' goals and targets.

We focus on *operational consulting & people development*. Our amazing team of Business development managers matches our HR Consultants with exciting projects. As every person, every business and every situation is unique we always work on a tailor-made solution, based on existing processes and procedures.

At the Intys HQ in Brussels, our internal back office team takes care of all practical parts of the job, so the team in the field can work at their maximum capacity.

Intys HR is always on the lookout for motivated and inspired interns that are eager to learn and put theory into practice by becoming a part of our dynamic and professional (internal) team that will guide them on making the most out of their opportunity to build experience.

**The internship can comprise operational tasks and a writing task.** How these tasks evolve during the period of the internship will depend greatly on the intern's motivation and performance, talents and interests.

### **Operational**

- **Recruitment:** Sourcing candidates, screening of resumes, conducting phone screenings, planning and assisting in interviews.
- **Organizing events:** Teambuilding, conferences & workshops, interviews.
- **Employer Branding:** Improving the online presence Intys HR as an employer by creating content for various online media and maintaining Intys HR social media platforms.
- **General admin** tasks supporting internal HR operations at the Intys HR HQ.

### **Writing**

As a part of the internship the intern will be able to work on some **research** related to a **trending topic** in the world of HR or business in general.

The results of this research will be published in a **whitepaper** that is downloadable on the Intys HR website and via social networks and can be sent to clients, prospects, consultants and potential candidates in support of the Intys HR sales and employer branding strategy.

### **What type of people are we looking for?**

Students in the field of HR Management, Office Management, Psychology or another HR related field, that possess strong communication skills, both orally and written. We expect a minimum ability to express themselves in both French and Dutch, and fluency in at least one of them and English.

Someone that is happy to share their opinion on the topics they've been working on as we are happy to listen. We get excited by people that can work on several projects simultaneously without losing sight of priorities and deadlines. As a team we know when to offer and ask for help.

We take equal treatment very seriously at Intys HR. That means that everybody gets the same chance to grow and develop their competencies and skills.