

## GALXBOY Internship Programme 2024/2025 For Human Resource

### Description

The Human Resource Internship at GALXBOY is designed to provide recent graduates with practical experience in essential HR functions. This role supports day-to-day HR operations, coordinating various administrative tasks and processes in line with company policies. Interns are expected to uphold compliance with applicable legislation while maintaining high service standards to effectively support the HR department's goals.

GALXBOY's HR Internship Programme offers hands-on experience, allowing participants to gain a deep understanding of HR processes and administration within a corporate setting. This internship aims to equip recent graduates with the knowledge and skills required for HR roles by immersing them in core HR functions. Participants will work alongside the HR team, developing a well-rounded perspective on recruitment, employee relations, compliance, and organizational efficiency.

### Responsibilities

Interns in this role will be responsible for the following tasks:

- Managing the HR mailbox and conducting preliminary screening and shortlisting of received CVs.
- Coordinating new employee setup, such as arranging biometric registration and procuring necessary equipment like overalls and gloves for warehouse staff.
- Assisting with various HR projects to support team objectives.
- Tracking Skills Development Fund (SDF) activities and maintaining the SDF report.
- Performing background checks, including criminal and reference checks, for successful candidates.
- Creating monthly birthday lists for employee recognition.
- Handling onboarding documents, including sending, receiving, and processing required paperwork for new recruits.
- Managing job advertisements by posting, updating, and removing listings across job boards, career pages, and social media networks.
- Compiling and filing relevant training data in employee records.
- Recording Employee Relations (ER) and Industrial Relations (IR) incidents within ER and IR reports.
- Ensuring timely completion and signing of documents through PandaDoc.
- Organizing and scheduling candidate interviews.
- Reviewing and updating employee files monthly to ensure they meet all requirements per onboarding checklists.

### Qualifications

To qualify for this internship, candidates must:

- Possess strong organizational and administrative skills.
- Hold a recent HR qualification, completed within the past 12-24 months.

### Hiring organization

GALXBOY

### Employment Type

Intern

### Duration of employment

12 months

### Industry

Retail Apparel and Fashion Internships

### Job Location

Johannesburg, Gauteng, South Africa, 2001, Johannesburg, Gauteng, South Africa

### Working Hours

9

### Date posted

December 2, 2024

### Valid through

31.12.2026

- Display a proactive approach and eagerness to learn.

**Job Benefits**

Interns in the GALXBOY HR programme will gain exposure to critical HR functions, enhancing their skills in recruitment, compliance, and employee relations. This role provides valuable practical experience, offering an excellent foundation for future careers in human resources.

**How to Apply?**

Interested candidates are encouraged to apply by submitting their resume, HR qualification, and any relevant references through GALXBOY's designated application portal. Applications will be reviewed against the required qualifications, and shortlisted candidates will be contacted for an interview.