

Let Grenzebach Take You to the Next Level

If you are: •Driven • Innovative • A Go-Getter • Creative • Team Player • Motivated by Challenges
• Adaptable to New Surroundings • Come on-board and let us take you to the next level of your career



Our subsidiary in Newnan, GA is currently seeking for a period of 6 months starting in August 2019 for an:

Intern in Human Resources & Business Administration (f/m)

Your profile

- Bachelor student of business studies such as HR Management, Business Administration, Marketing
- Good knowledge of the MS Office package
- Time management and self-organization
- Flexibility, commitment and creativity
- Excellent communication skills
- Ability to work independently as well as in a team
- Practical experience in operative Human Resources management and/or related business fields is a plus
- Experience in working with SAP is a plus
- For non-native speakers: Excellent English skills, German language skills are a plus

Your tasks

- Responsible for the selection and recruiting process of new interns
- Support the management of the internship program
- Assist in organizing company events
- Supporting current projects
- Elaboration of new human resources processes (e.g. guideline for new employees, HR manual)
- Supporting the documentation of ISO training measures of employees
- Responsible for time and absence recording with SAP
- Create the monthly newsletter
- Organize and manage the internal wellness program
- Support the department manager with current projects

Grenzebach is a leading global mechanical and electrical equipment manufacturing company in the field of processing line construction and automation of production processes

A family-owned company with 1,200 employees worldwide, 500 engineers in 10 countries at 21 locations. We have customers in the glass, solar, building materials as well as wood and airport industries. For the chemical industries we develop procedural machines.

Achieving highest quality in our products as well as having innovative technologies, we belong to the top companies of the world. Our aim is the permanent extension of our product spectrum, the optimization of the plant manufacturing in precision, rapidness as well as efficiency.

Additional information

- Starting date: August 2019
- Duration: 6 months
- Housing: Provided by Grenzebach
- Compensation: \$10 / hour
- Benefits: Access to community pool and discounted gym membership

Please send your application documents via email to intern@grenzebach.com

Grenzebach Corporation
Ms. Whitney Pelaski
10 Herring Road
Newnan, GA 30265 / USA

