



HR Trainee

BNP Paribas is a leading bank in Europe with an international reach. It has a presence in 74 countries, with more than 193,000 employees, including more than 146,000 in Europe. The Group has key positions in its three main activities: Domestic Markets and International Financial Services (whose retail-banking networks and financial services are covered by Retail Banking & Services) and Corporate & Institutional Banking, which serves two client franchises: corporate clients and institutional investors. The Group helps all its clients (individuals, community associations, entrepreneurs, SMEs, corporate and institutional clients) to realize their projects through solutions spanning financing, investment, savings and protection insurance. In its Corporate & Institutional Banking and International Financial Services activities BNP Paribas enjoys top positions in Europe, a strong presence in the Americas as well as a solid and fast-growing business in Asia-Pacific. The position provides an excellent job opportunity to gain experiences and to make practical use of your knowledge in our multinational and dynamic environment with professional staff.

What you will do:

- ◆ Providing administrative support to the daily work of the HR team,
- ◆ Support our GDPR project,
- ◆ Handling and reviewing personnel documentation,
- ◆ Regular selection of incoming applications, organizing interviews, keeping contact with candidates,
- ◆ Preparation of presentations, information letters
- ◆ Participation in different HR projects, effective help in their execution

The position is for you if you have:

- ◆ relevant ongoing College/University studies preferably majoring in HR or Management & Organization,
- ◆ Having interest in HR in multinational environment,
- ◆ Excellent computer knowledge (Excel, Word, PowerPoint),
- ◆ Good command of English,
- ◆ Energetic and open-minded personality,
- ◆ Excellent communication skills,
- ◆ Need and ability to work independently.

Why should you join us:

- ◆ real opportunity to gain valuable professional work experience,
- ◆ flexible and supportive environment,
- ◆ possibility to work in a multicultural team,
- ◆ learning about the banking sector and HR in a young and dynamic team.

Starting date: as soon as possible. If you satisfy the above criteria and are seeking a demanding career opportunity, please send your English and Hungarian CV, quoting "HR Trainee" to applications.hu@bnpparibas.com

Due to the General Data Protection Regulation valid from 25th May 2018 please note that we can only accept your application to that position if you attach the signed version of the BNPP Hungary Privacy Notice for Recruitment available at [this link](#) to your application via e-mail. We kindly ask you to read and complete it to acknowledge, and scan it.