



<https://www.internshipcanada.online/job/hm-internships/>

HM Internships 2025 New Application

Description

H&M is seeking a proactive and motivated Human Resources Intern to join our dynamic team. This internship offers an excellent opportunity for individuals interested in gaining hands-on experience in various HR functions within a global retail environment. The selected candidate will have the chance to work closely with seasoned HR professionals, contribute to meaningful projects, and develop essential skills for a successful career in HR.

Responsibilities

- Assist with recruitment and onboarding processes, including job postings, resume screening, scheduling interviews, and preparing onboarding materials for new hires.
- Support HR team in maintaining employee records and databases, ensuring accuracy and compliance with company policies and regulations.
- Assist in organizing and facilitating employee training and development initiatives, including orientation sessions and skill-building workshops.
- Collaborate with HR team members on various projects related to performance management, employee engagement, and diversity & inclusion efforts.
- Provide administrative support for HR-related tasks such as drafting HR communications, updating policies and procedures, and managing HR documentation.
- Contribute to special HR projects and initiatives as assigned, demonstrating creativity and problem-solving skills.
- Stay updated on industry trends and best practices in HR to continuously improve processes and initiatives.

Qualifications

- Currently enrolled in a Bachelor's or Master's degree program, preferably in Human Resources Management, Business Administration, or related field.
- Strong interest in pursuing a career in HR and willingness to learn about various HR functions.
- Excellent communication and interpersonal skills, with the ability to interact effectively with employees at all levels.
- Detail-oriented with strong organizational skills and the ability to prioritize tasks in a fast-paced environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with HRIS systems is a plus.
- Ability to maintain confidentiality and handle sensitive information with professionalism and discretion.
- Flexible and adaptable team player with a positive attitude and eagerness to contribute to the success of the HR team.

Job Benefits

- **Hands-on Learning Experience:** Gain valuable hands-on experience in

Hiring organization

H&M

Employment Type

Intern

Duration of employment

3 Months

Industry

Retail

Job Location

Toronto, Ontario, Canada, M4C,
Toronto, Ontario, Canada

Working Hours

09

Date posted

April 3, 2024

Valid through

12.02.2028

various HR functions within a global retail environment, working closely with seasoned professionals who are committed to helping you succeed in your career.

- **Mentorship and Guidance:** Receive guidance and mentorship from experienced HR professionals who will support your growth and development throughout the internship program.
- **Networking Opportunities:** Connect with a diverse network of colleagues and industry professionals, expanding your professional network and fostering meaningful relationships that can benefit your career in the long term.
- **Flexible Schedule:** Enjoy flexibility in your work schedule, with the option to work part-time or full-time depending on availability and school requirements.
- **Competitive Compensation:** Receive competitive compensation in accordance with applicable laws and regulations, ensuring that your contributions are recognized and rewarded.

Contacts

Interested candidates are encouraged to submit their resume and a brief cover letter outlining their interest in the Human Resources Intern position at H&M. Please include any relevant experience, skills, and qualifications that make you a strong candidate for this role. Applications should be submitted through our online portal.