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Fraser Alexander: Human Resources / Industrial Psychology Internship 2023 New Hiring

Description

Fraser Alexander is seeking a highly motivated and enthusiastic intern to join our Human Resources / Industrial Psychology team. As an intern, you will have the opportunity to gain hands-on experience in the field of human resources and industrial psychology within a dynamic and challenging industrial setting.

Responsibilities

- **Talent Acquisition and Recruitment:** Assist in the recruitment process, including job postings, candidate screening, interview scheduling, and onboarding.
- **Employee Relations:** Collaborate with HR professionals to address employee concerns, resolve conflicts, and contribute to a positive work environment.
- **Training and Development:** Participate in the planning and execution of employee training programs to enhance skill development and job performance.
- **Data Analysis:** Assist in collecting and analyzing HR data to identify trends and areas for improvement.
- **Industrial Psychology Projects:** Contribute to various projects related to employee well-being, satisfaction, and performance.
- **Compliance:** Help ensure compliance with labor laws and HR policies.

Qualifications

- Pursuing a degree in Human Resources, Industrial Psychology, or a related field.
- Strong communication skills and the ability to work well in a team.
- Proficiency in Microsoft Office applications.
- Exceptional organizational and multitasking abilities.
- Enthusiasm for learning and a genuine interest in human resources and industrial psychology.

Job Benefits

- Real-world experience in the field of Human Resources and Industrial Psychology.
- The opportunity to work alongside experienced professionals in a dynamic and challenging industrial environment.
- Exposure to various HR functions and the chance to make a meaningful impact on the company's operations.
- Valuable insights into the mining and heavy industrial sectors.

Contacts

To apply for the Human Resources / Industrial Psychology Internship at Fraser Alexander, please follow these steps:

Hiring organization

Fraser Alexander

Employment Type

Intern

Duration of employment

3 Months

Industry

Mining

Job Location

Bedfordview, East Rand, South Africa, 2007, Bedfordview, East Rand, South Africa

Working Hours

09

Date posted

November 19, 2024

Valid through

20.10.2025

Step 1: Prepare Your Application Documents

- Update your resume to include your relevant education, skills, and any prior experiences related to human resources, industrial psychology, or other relevant fields.
- Write a compelling cover letter that highlights your interest in the internship, outlines your qualifications, and explains why you are a suitable candidate for the role.

Step 2: Compile Your Application Documents

- Save your resume and cover letter as separate documents in PDF format for easy submission.

Step 3: Visit Fraser Alexander's Career Page

- Visit Fraser Alexander's official website and navigate to the "Careers" or "Jobs" section. Look for the specific internship opportunity you're interested in. Make sure to review the job posting to confirm the application deadline and any specific instructions.

Step 4: Complete the Online Application Form

- Click on the internship job posting and follow the instructions to complete the online application form. You may need to create an account on the company's career portal or log in if you already have one.

Step 5: Upload Your Documents

- Upload your prepared resume and cover letter in the designated fields within the online application form. Ensure that the documents are in PDF format.

Step 6: Fill in Personal Details

- Complete the required personal information fields, which may include your name, contact information, educational background, and relevant work experience.

Step 7: Review and Submit Your Application

- Before submitting, carefully review all the information you have provided to ensure accuracy and completeness. Make sure your resume and cover letter are attached as required.

Step 8: Submit Your Application

- Once you are satisfied with your application, click the "Submit" or "Apply" button to send your application to Fraser Alexander.

Step 9: Confirmation

- You may receive an automatic confirmation email acknowledging your application. Keep an eye on your email for further communication from Fraser Alexander regarding the status of your application, interviews, or next steps.

Step 10: Follow-Up

- If you don't receive any communication within a reasonable time frame, you can follow up by email or phone to express your continued interest and inquire about the status of your application.