

Your Goal

For our HR team in Amsterdam, we are looking for an **HR Intern** to support a wide range of HR tasks. Are you looking for an internship in a dynamic HR department where growth and internationalization go hand in hand? Do you want to gain in-depth insights into the HR field? Are you great at connecting with people and do you enjoy variety? Are you a born organizer? Then we are looking for you!

As our new intern, you will take on a supportive and administrative role. This includes tasks such as supporting HR Operations with administration (from onboarding to offboarding) and assisting HR Business Partners with projects. In addition, you will have the opportunity to work with our Recruitment, L&D, Policy & Reward teams.

We'll also involve you in various other HR topics and would love to hear where your interests lie. In short: a challenging internship where you can learn a lot about the different facets of HR!

Your Responsibilities

- Drafting contracts for new employees and processing changes in our HR system (Personio).
- Responding to employee and candidate inquiries received via the HR inbox.
- Assisting HR Business Partners with projects.
- Supporting recruitment activities.
- Helping to develop and implement HR policies.
- Contributing to compensation & benefits topics.
- Supporting the onboarding process.
- Helping develop new learning programs within L&D.
- And much more!

Your Profile

- You are studying at a university of applied sciences (HBO) or academic level (WO) and looking for a challenging internship alongside your studies.
- You are available from September 2025.
- You are available at least 4 days a week for a minimum period of 5 months (working internship).
- You speak and write English and Dutch fluently.

- You are an enthusiastic, accurate, service-oriented, proactive, flexible, and optimistic person full of energy.

Why Us?

- A fun and close-knit team of 20 HR colleagues.
- An internship allowance of €750 per month (based on 40 hours).
- HP tablet/laptop and iPhone.
- From day one, lots of responsibility, flexible working hours, and amazing colleagues.
- Strong focus on personal development.
- Daily lunch at the office.
- Annual Marktlink events.