

HR internship

Internship Office & HR Operations

Location: Amsterdam
Department: Human Resources
Internship Supervisor: Siena Bekkaoui



ChainCraft is a young and fast-growing scale-up in Amsterdam Sloterdijk. Our HR department was built from scratch just four years ago, and since then we've laid a strong foundation. As we continue to grow, we're now focused on further professionalizing and improving what we've built.

That's why we're looking for a HR intern who will take an active role in running and optimizing our Internship Office. You'll help ensure everything runs smoothly for our interns, while identifying opportunities to improve processes and enhance their overall experience.

Alongside this, you'll support HR operations and have the opportunity to contribute to ongoing HR improvements and projects. And of course, we're curious to hear what you want to learn during your time with us.

What will you do?

- Oversee the full internship cycle, from recruitment and onboarding to activities and exit surveys.
- Coordinate internship and career fairs, manage the budget, and join events when relevant, as well as organize and coordinate site visits for schools and organizations that support students and early-career talent entering the work field.
- Evaluate and continuously improve the internship experience at ChainCraft by combining exit survey insights with your own observations to drive improvements.
- Organize in-house activities and internship events.
- Support HR operations such as keeping HR administration up to date, supporting payroll, contributing to HR reporting and dashboards, and helping ensure smooth day-to-day HR processes.
- Manage the HR- and internship mailboxes.
- Bring in your own creative ideas!

What do you bring?

- Bachelor's or Master's in Human Resource Management, Business Administration, Psychology, or similar.
- Enthusiasm for HR, recruitment, and organizational development.

- You don't need a strong affinity with biotechnology – what matters most is your drive to foster a positive culture and your enthusiasm for HR. We value proactivity, eagerness to learn, asking questions, showing initiative, clear communication, and an eye for detail in administration.
- Minimum availability of 5 months, 40 hours a week.
- Fluent in Dutch & English.

Why ChainCraft?

At ChainCraft, we are sustainable at heart, curious, practical, hands-on and goal-oriented. We work in a dynamic, international, young and lively team that thrives on direct communication, a proactive attitude and a solution-driven mindset. We believe in what we do and take responsibility to drive innovation forward. We're proud of our warm and informal culture - think weekly free lunches, monthly drinks, and plenty of fun activities with colleagues and interns. You'll receive €450 per month for a full-time internship (40 hours per week), along with the flexibility to work from home a couple of days.

Ready to make impact?

Interested in running our Internship Office and supporting HR operations? Send your CV, preferred start date, and a short motivation to our Internship Office via internships@chaincraft.com. We look forward to creating a fun and valuable learning experience together!

Acquisition in response to this vacancy is not appreciated.