

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 three years ago. In that short time, we've already put some great foundations in place, but there's still plenty of room for creative ideas, improvements, and fun projects.

That's why we're looking for an HR intern to help us set up and professionalize our Internship Office, so we can give our (many!) interns an even better experience. Alongside that, you'll support HR operations and get the chance to join exciting HR projects. And of course, we'd love 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.
- Facilitate the transition of all internship recruitment to our Application Tracking System including supporting and training internship supervisors.
- Organize in-house activities and internship events.
- Coordinate internship and career fairs, manage budgets, and join events when relevant.
- Evaluate and improve the internship experience at ChainCraft.
- Support HR operations such as onboarding/offboarding planning, payroll administration, HR communications and branding.
- Assist with HR administration and keep files/documents up to date.
- 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.

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 setting up our Internship Office and supporting HR operations? Send your CV, preferred start date, and a short motivation to Siena Bekkaoui 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.