

People & Culture Intern

As our People & Culture Intern, you'll help build the smoothest HR operation ever, so our team can fully focus on making waves for a better world.

Drop into the role 💧

As an intern in our People & Culture team, you'll play an essential (and fun!) supporting role. From recruitment to onboarding and day-to-day HR administration, you'll help us run our operations like a well-oiled machine. Your mission? Making HR processes so smooth, clear, and organized that the Dopper team can focus on driving change.

Responsibilities

- Supporting the recruitment process: from writing job postings to planning interviews and final talks. Helping to onboard new team members, planning welcome presentations, making sure paperwork is signed, and ensuring they feel at home from day one.
- Handling administrative tasks like drawing up contracts, tracking changes (like salary or roles), and making sure everything's neat and up-to-date in our systems.
- Assisting with the internship program and ensuring everything runs smoothly for fellow interns.
- Supporting with offboarding, organizing goodbye moments and making sure everything's wrapped up properly.
- Keeping our HR tools and systems sharp and up-to-date.
- Helping organize team moments that matter – birthday gifts, work anniversaries, Thursday/monthly drinks, or just a spontaneous celebration. You'll make sure no one is forgotten and everyone feels seen.

This is you, right?

You're a hands-on, curious student who's excited to dive into the world of HR. You're organized, people-minded, and ready to make things run smoothly behind the scenes. Sound like you? Let's check:

- You're currently studying HRM, Business Administration, or a similar field.
- You have an eye for detail, love structure, and get satisfaction from ticking things off your to-do list.
- You're not afraid of (light!) admin work, in fact, you enjoy helping others by organizing and keeping things in order.
- You love bringing people together and are always thinking one step ahead when it comes to team spirit.
- You're proactive, eager to learn, and curious about how HR supports a purpose-driven company.
- You're available for **32 hours per week from August 25th or September 1st 2025 for at least 5 months.**
- You have excellent communication skills in both Dutch and English.

What's in it for you?

What is so different about doing an internship at Dopper? First of all, you're not just doing your job, you're actually making a change in the world. We're on a mission and that ties us together. Besides that, you will receive:

- Your own personalised Dopper bottle
- Internship fee of € 325,- per month on full time basis
- 2,4 holidays days per month based on 40-hours a week
- The day of your birthday off
- Dopper laptop to work on
- Travel allowance till €365 per month (if you live more than 10 km away from the office and don't own a free-travel card)
- Free delicious plant-based lunch at our office
- Chance to learn on the job and have responsibilities
- Team events and lots of celebrating
- Unlimited access to the platform 'Open Up'

Yay, you're still here 🎉!

Hopefully you're excited and you're about to apply for this job. Do you want to join our team as our new **Intern People & Culture**? Then we'd love to hear about you!

At our core, we believe in upholding a set of values that guide everything we do. These values are the soul of our culture and the foundation of our work. We believe it's essential to act according to these values, in your own unique way, of course.

We are **Courageous, Connected, Dynamic** and **Unstoppable!**