



JOB TITLE: HR & Recruitment Intern
JOB LEVEL: Internship
DEPARTMENT/TEAM: HR & Office Management
BASED IN: SkyTeam Office - Amstelveen
DURATION: 6-9 months
START DATE: February and September

Take your HR career to new heights with SkyTeam!

At SkyTeam, innovation and collaboration are at the core of everything we do. Since our founding in June 2000, we have grown into a leading global airline alliance, connecting travelers to over 1,080 destinations worldwide. Our goal is to be the most customer-centric alliance, continuously improving the travel experience through seamless, innovative, and sustainable solutions.

With our headquarters in Amstelveen, we operate in a truly international environment. Our team of 90 employees represents over 30 nationalities, creating a diverse and dynamic workplace where talent thrives. This internship is a unique opportunity to gain real-world HR experience while working alongside professionals from different cultures and industries.

About the internship

Are you looking for an internship where you can make a real impact? At SkyTeam, you won't just observe—you'll be actively involved in HR operations and projects. From recruitment and onboarding to employee relations and policy management, this internship is designed to give you a comprehensive learning experience and prepare you for a career in Human Resources.

What you'll be doing

Recruitment & Talent Acquisition

- Support corporate recruitment by screening candidates, scheduling interviews, and coordinating with hiring managers.
- Take full ownership of intern recruitment, managing the process from sourcing to selection to ensure a seamless experience for candidates and hiring managers.

HR Administration & employee records

- Help maintain and update employee records in Personio (our HR system) to ensure accuracy and compliance.
- Help review personnel records for proper identification and work visa compliance, assisting employees with extension requests as needed.

Onboarding & offboarding

- Facilitate smooth transitions for new hires and departing employees by handling key administrative and organizational tasks.

Employee relations and internal communications

- Manage the HR inbox, respond to employee queries, and support internal communications.



- Oversee all aspects of the recognition and special occasions program to enhance employee engagement.
- Help write newsletter articles and share recruitment updates.
- Help maintain the HR SharePoint page with up-to-date and accurate information for seamless employee access.

Additional responsibilities

- Ensure HR policies and benefits remain up to date and aligned with company and legal regulations.
- Support ad hoc HR projects and initiatives as needed.

Recruitment & Talent Acquisition

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HR Administration & employee records

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Onboarding & offboarding

- Facilitate smooth transitions for new hires and departing employees by handling key administrative and organizational tasks.

Employee relations and Internal communications

- Co-manage the HR inbox, respond to employee queries, and support internal communications.
- Execute all aspects of the recognition and special occasions program to enhance employee engagement.
- Help write newsletter articles and share recruitment updates.
- Help maintain the HR SharePoint page with up-to-date and accurate information for seamless employee access.

Additional responsibilities

- Ensure HR policies and benefits remain up to date and aligned with company and legal regulations.
- Support ad hoc HR projects and initiatives as needed.

What we're looking for

- **Team player:** You thrive in a collaborative environment and actively contribute to team success.
- **Strong communicator:** You have clear and professional verbal and written communication skills.
- **Educational background:** Currently pursuing a degree in Human Resources
- **Cultural Awareness:** You appreciate diversity and adapt to cross-cultural work environments.



- **Fluent in English:** Strong written and spoken English skills are essential.
- **Detail-oriented & organized:** You can manage multiple tasks efficiently and accurately.
- **Proactive & independent:** You take initiative, solve problems, and work independently when needed.

Why join SkyTeam?

- **Hands-on HR experience** – Gain exposure to multiple HR domains for a strong career foundation.
- **International work environment** – Work with a diverse team where different cultures are celebrated.
- **Professional growth** – Develop key HR skills in a dynamic, fast-paced setting.
- **Mentorship & Learning** – Receive support and guidance from experienced HR professionals.

Must-haves

- You must be enrolled in a (applied) university program throughout your internship.
- You must be residing in the Netherlands for the internship duration.

What we offer

- ✓ Internship allowance of €424 gross per month
- ✓ Travel reimbursement (if no OV-Studentenreisproduct)
- ✓ Flexible hybrid work model (office & remote work)
- ✓ Exposure to an international, fast-paced HR environment

How to apply

Are you ready to launch your HR career in a global organization? Apply here [\[insert link\]](#).

Join SkyTeam and take the first step toward an exciting future in Human Resources!