

Onboarding Specialist (Intern)

PsyGlobal BV | 24-32 hours per week

About PsyGlobal

At PsyGlobal, we believe that high-quality mental health care should be accessible to everyone, regardless of language or cultural background. We connect mental health professionals with organisations where they can support clients who share their language and cultural background. By doing so, we improve access to culturally sensitive care and unlock underutilised international talent.

Your Role

The Onboarding Specialist supports PsyGlobal's recruiters and account managers in the administrative and operational onboarding process of Mental Health Professionals (MHPs) who are placed with Mental Health Organisations (MHOs) through PsyGlobal's payroll/secondment construction.

Once a successful match has been made and the client chooses to work with PsyGlobal's payroll solution, the Onboarding Specialist plays a key role in ensuring that all required information, documentation, and contracts are correctly collected, processed, and finalised. The goal of the role is to ensure a smooth, compliant, and timely start of the MHP at the organisation.

This internship offers hands-on experience in HR administration, onboarding processes, payroll coordination, and stakeholder communication within an international, mission-driven organisation.

What you'll do

- Coordinating the onboarding process after a successful match between a mental health professional (MHP) and a client organisation (MHO)
- Collecting, checking, and processing all required documentation and personal data from both the professional and the client
- Guiding MHPs and MHOs through the onboarding requirements and supporting them in delivering complete and correct information
- Entering and managing data in the systems of PsyGlobal and external payroll partners
- Following up on outstanding documentation, approvals, and signatures
- Supporting the preparation, distribution, and signing of contracts
- Monitoring onboarding timelines and ensuring agreed start dates are met
- Acting as a point of contact for onboarding-related questions from professionals, clients, and internal teams

- Collaborating closely with recruiters, account managers, and external payroll partners to ensure a seamless process

Who you are

Currently enrolled in or recently graduated from a (Dutch) HBO or WO programme, for example in HRM, Business Administration, International Business, or a related field

Strong interest in HR administration, onboarding processes, and payroll or secondment constructions

Excellent written and verbal communication skills in English (required) and ideally also in Dutch

Accurate, structured, and detail-oriented working style

Proactive, organised, and comfortable following up on administrative processes

Able to manage multiple onboarding cases simultaneously

Comfortable working with in constantly adapting conditions of administrative processes

Affinity with mental health, international professionals, and intercultural work is an advantage

Comfortable working in a dynamic, mission-driven organisation

What we offer

- Internship agreement in line with Dutch internship requirements
- 24–32 hours per week (daily availability is necessary)
- Internship allowance
- Hybrid working (primarily online, 2 days a week in our office in Utrecht/Amsterdam (NL) or Barcelona (ES))

Are you interested in this role? Send us an email with your CV to apply.