

Internship HR

Your Intern Assignment: "HR Foundations for a Scaling Team"

Context

BBT's HR team is young, ambitious, and evolving. As our intern, you'll rotate across core HR areas (recruitment, onboarding, policy, employee engagement) while leading a practical research project to help us improve transparency and communication in our international workforce. Your work will directly impact how we attract, develop, and retain talent in a fast-changing environment.

Key Responsibilities

1. HR Operations & Policy (50%)

- Assist in updating and documenting HR processes (e.g., onboarding, offboarding) for clarity and compliance.
- Help implement our new Code of Conduct (e.g., training, FAQs, feedback loops).
- Support payroll and benefits administration for our Dutch and international team members.

2. Recruitment & Employer Branding (25%)

- Coordinate job postings, interviews, and selection for seasonal and permanent roles.
- Develop creative content (e.g., blog posts, social media) to showcase BBT as an employer of choice.
- Set up and Analyze recruitment metrics (e.g., time-to-hire, candidate experience) and propose improvements.

3. Specific Project (25%)

- **Topic:** to be discussed.

What We Offer

- ✓ Broad HR experience: Work across inflow, throughput, and outflow with real responsibility.
- ✓ Mentorship: Your stagebegeleider is Katja Verschuren, our HR Lead (30+ years of HR experience).
- ✓ Learning & Development:
 - Intervisie & onderzoek: Dedicated time for HvA assignments and research.
 - Feedback culture: Regular check-ins
- ✓ Stagevergoeding: €500 p month (40hrs per week).
- ✓ Perks: Free learning trip tours, flexible hybrid working, and a fun, international team!

What We Ask

- Proactive attitude: We want your ideas and critical thinking, not just execution!
- Language skills: Fluent in English (Dutch is a plus but not required).

- Availability: 32 - 40 hours/week