



CNH Industrial is a global leader in the capital goods sector with established industrial experience, a wide range of products and a worldwide presence.

Each of the CNH Industrial's brands is a major international player in its specific industry: Case IH, New Holland Agriculture and Steyr for tractors and agricultural machinery; Case and New Holland Construction for earth moving equipment; Iveco for commercial vehicles; Iveco Bus and Helieuz Bus for buses and coaches; Iveco Astra for quarry and construction vehicles; Magirus for firefighting vehicles; Iveco Defence Vehicles for defence and civil protection; and FPT Industrial for engines and transmissions. More information can be found on the corporate website: www.cnhindustrial.com

Starting January 2021, we are looking for an

HR Intern (6-12 Months)

As HR Intern of FPT Industrial, you will have the chance to spend up to one year in an international and multicultural Company, which represents an excellent opportunity for a bright career start.

In this position, you will be working in a very dynamic and demanding environment. Your main responsibilities, under the supervision of the HR Site Manager, include support on following topics:

- HR administrative processes, from onboarding to exit (contracts, declarations, work certificates, announcements to accident insurance, Time Management System) dealing with both Employees and Managers
- Recruiting process (search, first screening, support to candidate's meeting scheduling)
- Training process (collection of Employees' requests, drafting of agreements) and organization of local training activities
- Implementation and maintenance of HR archive (digital copy and hard copy), in accordance with Company and audit requirements; management of employees' personal dossiers and regular filing of documents
- Management and updating of KE Papers database (Kompetenzentwicklung Papiere)
- Migration Process: work permits requests, modifications and renewals, visa applications and online notifications in accordance with Law, managing relationship with Cantonal Authorities and Country HR Colleagues
- HR Internal Communications, with the preparation of Internal communication materials (brochures, fliers, Ppts, emails), support to organization of meetings and corporate events
- Support to HR Site and HR Country's special projects

Your profile

- Bachelor's or equivalent degree in Business Management, Economics or related fields
- Education in the field of Human Resources is highly appreciated
- A previous working experience in HR is highly appreciated
- German: Mother tongue
- English: C1 (spoken and written)
- Good IT skills (Word, Excel, PowerPoint, Outlook)
- Discretion in managing confidential data
- Self-initiative, promptness and curiosity
- Motivation and ability to work in team
- Good communication skills

Interested? Please send your application (cv + presentation letter) to recruitment.arbon@cnhind.com

For additional information you can refer to Veronica Braga, Arbon Site HR +41 71 44 77 114.



Welcome to a world of opportunities.
Welcome to CNH Industrial.