



## **Internship at Grenzebach Corporation in Newnan**

The Grenzebach Group is a leading global mechanical and electrical equipment manufacturing company with more than 1500 employees worldwide. The Grenzebach brand stands for high quality in processing line construction and in the automation of production processes in the flat glass and building materials industries.

For more information visit: [www.grenzebach.com](http://www.grenzebach.com)

Our U.S. subsidiary in **Newnan**, GA, is currently seeking an intern for our human resources department starting in August 2010. This internship will be for a minimum of four months.

### **Intern (m/f) in human resources**

**You will** support the human resources management in the following areas of responsibility:

- Administrative tasks (e.g. management of applicants, general correspondence)
- Inquiry of business-law issues
- Elaboration of new human resources processes (e.g. application feed-back, interview handbook, guideline for new employees)
- Monthly statistics and evaluations
- Support with the process of current projects

**You have** started your studies in economics (& international affairs), management or business law and you have completed your previous semesters successfully. At best you have already gained your first experiences in similar internships. You are skilled in operative and strategic human resources management and you are able to work with the MS Office Package. Moreover, you like to work conceptual but also to handle day-to-day business.

**We offer** the possibility to work in a motivated and international team. You will work on a variety of tasks and gain practical experiences.

Please apply via email at

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