



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

Our U.S. subsidiary in Newnan, GA, is currently seeking an intern in Human Resources starting in February 2011. This internship will be for a minimum of four months.

Intern Human Resources

Position description:

- Support the Human Resource Manager with all day-to-day business including Time and Attendance recording, payroll etc.
- Management of applicants
- Monthly statistics and evaluations
- Inquiry of business-law issues
- Elaboration of new human resources processes (e.g. application feed-back, interview handbook, guideline for new employees)
- Support with the process of current projects
- We offer the possibility to work on interesting topics in a motivated and international team and to gain valuable practical experience in a global operating manufacturing company

For more information about our company visit:

www.grenzebach.com

If you are interested in this internship, please apply via email to:



GRENZEBACH

Grenzebach Corporation
Christoph Naumann
10 Herring Road • Newnan, GA 30265 / USA
Christoph.Naumann@Grenzebach.com
www.grenzebach.com

Position Requirements:

- We are looking for highly motivated university students that are aiming towards a degree in Business Administration, Social Science or Human Resource Management
- Experience with operative and strategic human resources management
- Good knowledge of the MS Office package, experience in working with SAP is a plus
- Previous experience or similar internships preferably in a manufacturing environment
- Excellent English skills and good German language skills are required
- Ability to work independently as well as in a team, open-minded and good communication skills

Additional information:

- Starting date: **February 2011**
- Duration: **4 - 6 Months**
- Job Type: **Full Time; intern**
- Compensation: **\$ 400/ Month**
- In addition Grenzebach provides a room in one of the company-owned houses as well as company cars

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Münsterstraße 111, 48155 Münster

Bürozeiten

montags bis freitags von 9.00 - 18.00 Uhr

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