



For more than 25 years, TransPerfect has provided comprehensive language and technology solutions to help our clients communicate and conduct business more effectively in a global marketplace. Equipped with a quality management system certified to both the ISO 9001:2015 and ISO 17100:2015 standards, TransPerfect provides a full array of language and business support services, including translation, interpretation, multicultural marketing, website globalization, subtitling, voiceovers, staffing services, e-learning and training, and legal support services. TransPerfect also offers a suite of next-generation technologies that significantly reduce costs and improve consistency throughout the translation process, making TransPerfect the vendor of choice for the world's leading multinationals.

With annual revenues of over \$700 million, TransPerfect is the world's largest provider of language services and technology solutions. From offices in more than 90 cities on six continents, TransPerfect offers a full range of services in 170+ languages to clients worldwide. With an unparalleled commitment to quality and client service, TransPerfect is fully ISO 9001 and ISO 17100 certified. TransPerfect has global headquarters in New York, with regional headquarters in London and Hong Kong.

Stage Assitant(e) Ressources Humaines

Présentation :

Au sein de notre département RH basé à Paris, vous interviendrez sur tous les aspects RH en dehors du recrutement. Nous proposons une expérience professionnelle dans un contexte international qui vous permettra d'acquérir de précieuses compétences pour une carrière en ressources humaines.

Vos principales missions :

- Etre support aux équipes RH et aux managers sur différentes thématiques liées au droit du travail
- Participation au déploiement des élections professionnelles
- Participer à différentes missions transverses liées à l'administration du personnel, gestion de la paie, l'intégration des nouveaux embauchés, la communication interne, etc.
- Intervenir en support de l'équipe RH pour la France (70 personnes – 3 bureaux)

Détail du poste : Stage temps plein (35 heures par semaine) de 4 a 6 mois

Qualification/expérience:

- Vous êtes étudiant en Master 1 ou 2 en droit social ou dans une formation en Ressources Humaines
- Vous vous exprimez parfaitement à l'oral et à l'écrit en français et en anglais.
- Flexible, capable de travailler de manière autonome et ayant un intérêt pour les ressources humaines et le droit du travail.
- Utilisation en autonomie de Microsoft office et Outlook
- Sens de l'urgence

TransPerfect s'engage en faveur de la diversité et de l'emploi des personnes en situation de handicap.

Afin de nous transmettre votre candidature, nous vous remercions de bien vouloir postuler sur notre site : <http://transperfect.com/about/careers.html>



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Human Resources Internship

Summary:

The intern will form part of our Human Resources team in the Paris Office, you will work on all aspects of HR excluding recruitment. We offer professional experience in an international environment that will allow you to acquire valuable skills for a career in Human Resources.

Position responsibilities:

- Support HR teams and managers on different topics related to labor laws
- Take part in the organization of the employee representatives elections
- Participate in various cross-functional tasks related to personnel administration, payroll management, integration of new hires, internal communication, etc.
- Provide support to the HR team in France who cover a workforce of 70 employees across 3 offices

Additional information : Full time internship (35 hours per week) for 4 to 6 months

Essential skills and experience required:

- Currently studying a Masters degree in Human Resources or Labor Law.
- Excellent written and verbal French and English communication skills, other languages would be an asset.
- Flexible, self-starter who can work independently and has an interest in different aspects of Human Resources and Labor Law.
- Strong Microsoft Office and Outlook skills.
- Sense of urgency.

TransPerfect is committed to diversity and to the employment of people with disabilities.

In order to apply please go to our website: <http://transperfect.com/about/careers.html>