

# HR Internship Programme



Ryanair, Europe's largest low fares airline with 140m customers per annum, a fleet of over 450 aircraft and an order to purchase a further 200 Boeing aircraft over the next five years, is recruiting 5+ HR Interns to be located at our offices at Airside Business Park, Swords. The HR Interns will report to the HR Manager. This is an excellent opportunity for a highly motivated and proactive individual to hit the ground running and kick start their HR career. The successful candidate will be dealing with a broad range of HR issues and administration, ad hoc projects and all the stuff in between.

## **Duties Include:**

- Supporting HR staff with end to end HR tasks. Depending on development HR Interns may themselves be given specific cohorts of employees to manage for all HR related tasks during their internship.
- Monitoring employee absence and turnover to identify trends and dealing with same.
- Liaising, supporting and advising management at all levels across the business on all HR related matters, ranging from general queries, grievances to disciplinary investigations.
- Maintain the HR databases to ensure all files and the HR system is up to date and accurate.
- Weekly reporting to the HR Manager on all HR issues in your area.
- Contract, payroll & reference etc administration.
- Good knowledge of business and HR model to answer daily employee queries and make informed decisions.
- Compose disciplinary letters, references and completing employee information forms.
- Working on ad hoc projects as and when they arise e.g HQ events, parties etc
- Travelling across Europe to meet with employees on general employment matters, attend interviews and employee negotiations.

## **Experience and Qualifications:**

- Business (with HR specialism), HR degree or masters is essential.
- Be able to work in a pressurized and fast paced environment and work to tight deadlines efficiently.
- Strong interpersonal skills to build relationships with key managers across the business.
- Ability to learn quickly and implement/make use of new information seamlessly.
- The ability to work on your own initiative with a sense of urgency.
- Excellent PC Skills (Word, Excel, Power point etc) and written communication.
- Ambitious, enthusiastic and willing to work hard. Quick thinker and no-nonsense mentality!

Please send your CV to Darragh Murphy at [murphyda@ryanair.com](mailto:murphyda@ryanair.com)