



HR Intern

Role

- Support employees with HR issues
- Build presentations and reports
- Support training projects content development
- Support HR operational processes when required
- Support activities inside our HR team
- Support our HR Head

Requirements

- Ability to work 6 hours per day & 30 hours per week (from 9am to 6pm)
- Students of Business Administration, Psychology, Economics with graduation after Dec/2021.
- Fluency in English
- Advanced knowledge of MS Office, Excel
- Strong verbal and written communication
- Strong Analytical and problem solving abilities
- Ability to handle multiple tasks with confidence
- Wish to work with business challenges and internal employees

How to apply

Access:

https://jobs.ubs.com/TGnewUI/Search/Home/HomeWithPreLoad?partnerid=25008&siteid=5012&PageType=searchResults&SearchType=linkquery&LinkID=3106#jobDetails=195998_5012

Email

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