

## HUMAN RESOURCES INTERN PARIS - (M/F)

The HR team is seeking for a six-month intern, as soon as possible.

### About Comgest:

Comgest, a global asset management group with a single focus on equities, is 100%-owned by employees and founders. This broad partnership – of over 35 years – drives an unconstrained, quality growth and responsible investment approach that is applied to both developed and emerging markets. With headquarters in Paris and offices across Europe, Asia-Pacific and North America, Comgest serves investors around the world who share our long-term investment horizon. With more than 200 employees of 30 different nationalities, Comgest serves a diverse global client base and manages assets of over €29.7 (unaudited data as of 30 June 2023).

### Job Description:

This internship will allow you to understand Human Resources activity. Throughout the internship, you will be integrated into the daily work of the Paris HR team, made up of 4 people, and will have the opportunity to work on: Administrative management, Training, Recruitment, Evaluation and skills, Payroll, Social relations.

### General Overview of Responsibilities:

In conjunction with the team members, you will contribute to the following missions:

- Recruitment
  - Recruitment follow-up: update the dedicated Excel dashboard & KPIs and attend meetings with the HRBP and recruitment agencies,
  - Participate as an observer in interviews according to possibilities over the period.
- Training
  - Participate in training management: registration, billing management, updating dashboards and KPIs,
  - Participate in the implementation the employee's development plan.
- Administrative management
  - Contribute to the onboarding process,
  - Treat HR-related questions / documents (absences, sick leaves...),
  - Invoices follow-up.
- People Review and Performance Review
  - Contribute to the preparation of people review files, and to the Performance Review process.
- On-going projects
  - Onboarding seminar: contribute to the organization of this seminar gathering worldwide Comgest employees,
  - Onboarding process: finalization of a "Welcome booklet",
  - HRIS:
    - Depending on possibilities, contribute to the HRIS user guide.
    - Update the HR System, create widgets, exports, etc.

## Profile

- Bachelor or master's degree student, with a specialization in Human Resources,
- With good interpersonal skills, listening and curiosity skills and good team spirit,
- Rigor and quality of organization,
- Communication skills, both oral and written,
- French : speaking and writing is mandatory
- English: a good level both written and spoken would be an asset,
- Proficiency in the Microsoft Office suite, in particular Excel,
- Confidentiality and discretion are essential prerogatives for this internship.

## To apply:

Send CV + cover letter to: [recrutement@comgest.com](mailto:recrutement@comgest.com)

Please specify your availability dates / internship dates.

*Comgest is an Equal Employment Opportunity/Affirmative Action Employer. We are committed to attracting a talented and diverse workforce, and to fostering an open, collaborative culture of inclusivity because we believe multiple perspectives lead to more informed investment and business decisions. We welcome people with diverse life experiences, fresh ideas, and specialized subject-matter expertise.*