NITREXO

PeopleOps Intern

We're looking for an analytical, curiously creative, detail-oriented, data-driven Human Resources (HR) student. Collaborating with the management team you'll be deep in the trenches, playing a critical role in influencing and supporting the people strategy within Nitrexo - collaboratively working to develop, optimize and implement people processes and programs while overseeing the day-to-day responsibilities associated with people operations. **Apply at people@nitrexo.com**.

About Nitrexo

Our purpose is to democratize engineering education and give it access to everyone in the world. We believe that all big problems in our beautiful planet, from poverty, gender equality, inequalities, climate change to name a few, can be solved and engineering is the driving force behind innovation. So, if we can multiply engineer's potential like we are doing with our know how and technology, we will help create a better world.

Nitrexo improves product development quality and productivity by standardizing, digitalizing, and automating Space engineering workflows. By partnering with Nitrexo, satellites and rockets manufacturers reduce development time of their designs by up to 50%, ensure good functioning of their equipment's under space condition, and extend their product lifecycle. Nitrexo already works with several leading Space organisations, such as the European Space Agency (ESA). Nitrexo's technology, the Digital Engineer®, is an AI-powered Digital Assistant accelerating engineering learnings, and allowing engineering students and professionals to build better and quicker products.

About you

You are currently studying human resources management, or business and are looking for projects where you can work with the latest people operations tools.

Internship's description

- Talent Management
  - Design, document, implement and work to improve upon processes, procedures and programs relating to the team member lifecycle - conducting regular reviews around optimization and scalability.
  - Ensure the delivery of critical people operations processes e.g. hiring, onboarding.
  - Plan interview and selection procedures, including screening calls, assessments and interviews.
  - Assess candidate information, including resumes and contact details.
  - Setup an Applicant Tracking System and automate the hiring process.
  - Foster long-term relationships with past applicants and potential candidates.
- Training and Development
  - Participate to the launch of two Cohort-Based Courses.
  - Scheduling live sessions.
  - Onboarding students; Onboarding survey, Skill assessment, Onboarding email, Onboarding calls.
  - Support instructors for running live sessions; Before, during and after each session.
  - Support students during the course.
  - Offboarding students; Offboarding survey, Testimonials, Ongoing support.

Desired skills and expertise

You are a student currently pursuing a degree in Human Resources (HR), business management or related field.
- You have worked on or are passionate about People Operations.
- You are fluent in English.
- You can work independently and take matters into your own hands.
- Ability to quickly learn new tools and successfully implement them is essential.

Benefits

- 100% remote, work from wherever you want.
- Internet & Phone up to €50 per month.