

Modul University Vienna is an international private university and offers cutting-edge education at BBA, BSc, MSc, MBA and PhD levels. Students and staff come from over 70 countries around the world, providing for a multicultural and diverse work environment.

The HR Team at Modul University Vienna is looking for a Human Resources Intern.

Human Resources Intern (m/f/d) **Part-time/Full-Time (20-40 h/w) in Vienna, Austria**

Your responsibilities

- Support the HR team throughout the entire employee lifecycle, including hiring processes and on/offboarding
- Prepare HR documents (confirmations, certificates, work contracts, side letters to work contracts, etc.)
- Support personnel administration and HR organizational matters (filing, master data administration and maintenance, correspondence, maintenance of personnel files, HR database control and maintenance, time recording, absence administration, support of preparatory payroll accounting, data reconciliation and entry, etc.)
- Support the interface to payroll accounting and in the communication with our external payroll partners
- Support in processing internal HR queries for labour and social security issues
- Prepare HR reports and statistics
- Participate in the optimization of HR organization and in various HR projects (e.g. further digitalization of HR processes, improvement of HR processes and standards, employer branding measures, learning & development, etc.)
- Research new topics in the HR area and creating handbooks and checklists

Your profile

- Ongoing or completed studies at a university of applied sciences/university (ideally with a focus on HR, management or psychology)
- A first internship in HR would be an advantage
- Proactive and engaged attitude with a hands-on mentality and team-player spirit
- Strong organizational skills, proven ability to work independently and reliably
- Good understanding of numbers and structured and detail-oriented way of working
- High social and intercultural competences
- Excellent German and English skills, as well as strong communication skills
- IT affinity and excellent knowledge of MS office, especially Excel and Outlook
- Valid work permit in Austria

Why join us?

- A challenging and varied position that will boost your experience and skills for 6-12 months starting as soon as possible
- Insight into professional HR work and the opportunity to take on responsibility from day one
- Independent working style with high personal responsibility
- An international and dynamic work environment
- A gross monthly salary of EUR 1,500 (full-time equivalent) paid out 14 times per year with possible additional remuneration based on qualifications and experience

AUSTRIA'S LEADING
INTERNATIONAL
PRIVATE
UNIVERSITY

Modul University Vienna is an international private university owned by the British company Talents Squared Limited and the Vienna Chamber of Commerce and Industry.

The university campus is located on Kahlenberg, a scenic hill with a spectacular view of the capital of Austria. Since 2007, Modul University Vienna offers cutting edge research and education in the areas of international management, data science, new media technology, public governance, sustainable development, and tourism and hospitality management.

MU OFFERS



Opportunities to work from home



Flexible working hours



International and dynamic team



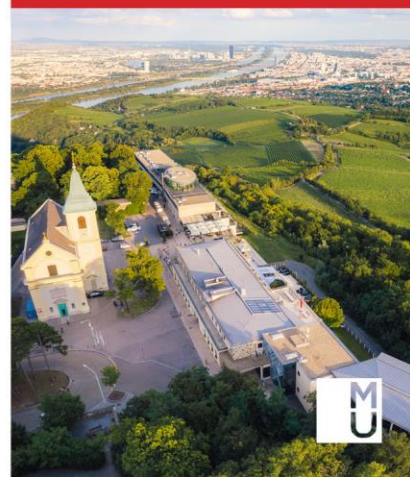
Personal and professional development



Independent working environment



Public transport ticket



Please send your application including cover letter and curriculum vitae to positions@modul.ac.at, with the reference 202209HRI and your availability, i.e., earliest start date, and salary expectations (in English; as a single PDF file not exceeding 8 MB).

Modul University Vienna is an equal opportunity employer with a strong commitment to equality and diversity that does not discriminate on the basis of, among other factors, age, color, disability, ethnicity, gender or gender expressions, national origin, race, sexual orientation, or social class. We especially encourage women and people who belong to minority groups to apply and welcome all applications that can contribute to a diverse working culture.

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