



HUMAN RESOURCES TRAINEE

Kickstart your career in Human Resources!

Are you eager to get **hands-on experience** at an unconventional digital bank in the heart of Luxembourg? This is your chance!

As an **HR Trainee**, you will support a variety of people-focused initiatives, from onboarding new colleagues to coordinating training sessions, and maintaining HR systems – while developing practical skills and gaining valuable insight into core HR processes.

This opportunity is a **full-time internship** with a duration of **6 months**. A student **visa or authorisation to work** in Luxembourg is required. Please submit your application in English, including your **CV, motivation letter**, and specify your **availability** (start and end date).

ABOUT THE JOB | Your responsibilities

Support training & development – Assist in organising internal and external training sessions, including administrative follow-up.

Assist in employee onboarding – Support the onboarding process for new employees.

Contribute to new system integrations – Contribute to the implementation of a new HR management system.

Provide system support – Provide user support for our internal HR tools and help keep HR data up to date.

Support internal communication – Prepare and publish internal documents and updates.

Support core HR processes – Support core HR processes by handling daily administrative tasks and contributing to ongoing departmental projects.

ABOUT YOU | Your background, skills and personality

Fresh grad, student or degree in hand? You either are enrolled or recently graduated with a bachelor's or master's degree in HR Management, Business, Sociology or in a similar field.

Tech-savvy & adaptable – You are proficient in MS Word, Excel, and PowerPoint, with a quick grasp of new tools. First experience with AI is a plus.

Professional and precise – You can be trusted with confidential matters and have an accurate working style.

Strong communicator – You communicate clearly and effectively, both verbally and in writing

Team spirit – You are proactive and reliable team player who contributes positively to a collaborative environment.

Open-minded – You are curious, adaptable and culturally aware.

Language lover: Fluent in English? Perfect, it's our corporate language! If you also speak French, German, or any other language, that's a bonus.

Follow us on **LinkedIn**





ABOUT ADVANZIA | The European digital bank

*Avanzia Bank's **mission** is to make finance easier and more inclusive by offering simple, smart and user-friendly payment and credit solutions that provide financial flexibility and deliver added value for our customers. Our way of working is guided by responsible lending, open communication and teamwork in cooperation with employees, business partners and customers.*

At Avanzia, we are committed to equal opportunities and embrace diversity as a driving force behind our success. We offer challenging projects in a dynamic, fast-paced environment, along with numerous opportunities for training and development. Our zero-carbon Emerald building is designed to support employee health and wellbeing with various health programmes and after-work sports & social events available to all members of **#TeamAvanzia**.