
Internship Talent Acquisition & Talent Advancement 80-100%


Basic Info

Location **Baden, Aargau, Switzerland**


Job type **Full-Time**

Contract **Temporary**

Benefits

 Canteen

 Childcare

 Flexible work practices

Take your next career step at ABB with a global team that is energizing the transformation of society and industry to achieve a more productive, sustainable future.

At ABB, we have the clear goal of driving diversity and inclusion across all dimensions: gender, LGBTQ+, abilities, ethnicity and generations. Together, we are embarking on a journey where each and every one of us, individually and collectively, welcomes and celebrates individual differences.

For our Talent Acquisition & Advancement team in Switzerland we are currently looking for an HR passionate and motivated student, to complete a 6-months internship starting as soon as possible.

Are you looking for an exciting opportunity to gain first professional experience in a fast-paced HR environment?

Get ready to join our global Talent Acquisition & Advancement team and take part in finding the best talents for ABB Switzerland.

Your responsibilities

- Contribute to delivering talent processes with special focus on recruitment
- Be an active part of our team and take partial responsibility for the entire recruitment process including kick-offs with hiring managers, candidate selection, communication, interviews, reference checks and offer negotiations
- Contribute to our digital journey and best-in class user experience
- Effectively partner with our Global Business Service (GBS) team in Poland to ensure coordination with candidates and hiring managers run smoothly and efficiently (e.g. job posting, interview scheduling, job offer processing)
- Actively contribute to Swiss and West Europe Talent Acquisition team projects and initiatives
- Occasionally participate in employer branding activities like events and fairs

Your background

- Recently completed or currently pursuing a degree in Economics/Business Administration, Psychology, HR or a related discipline
- High level of initiative, structured working methods and joined-up thinking
- Curious mindset and passion for collaboration with different stakeholders
- Open minded & curious to learn
- Fluency in English and German

More about us

Global Business Services (GBS) is ABB's shared services organization which delivers operational and expert services in Finance, Human Resources, Information Systems, Legal, Global Travel Services and external Customer Contact Centers. With employees based in five main hubs and front offices, GBS provides mainly Business services to ABB teams across the globe as well as supports with external customer inquiries. Our mission Human Resources (HR) is to help ABB stand out when it comes to our people – from leadership, performance and talent management to rewards and career opportunities. In all that we do, we seek to create competitive advantage by dedicating resources to attracting, developing and retaining talented individuals who are customer-focused, collaborative, innovative and driven.

We look forward to receiving your application. The recruiting process is being led by Sophia Papavero, Talent Partner ABB Switzerland Ltd. If you want to discover more about ABB, take another look at our website www.abb.com.

ABB Data Privacy Statement:

<https://new.abb.com/privacy-notice/candidate>

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