

***Are you hungry for development?***

***Do you have a healthy appetite for challenge?***

**Join McCormick HR Graduate Program**

***Location: Lodz***

**WHAT WE ARE OFFERING?**

You will grow your knowledge and experience over 12 months, to become a functional expert. The 12 months interval is divided into 3 periods, and during each period you will have a chance to work among 3 different Global Enablement departments. Those departments are:

* People Solutions Center
* Talent Acquisition
* Compensation & Benefits

We offer a part time employment based on fixed term contract for 12 months.

# WHAT WILL YOU LEARN?

# Participating in the *McCormick Graduate Program* provides the opportunity to build your career with a global leader in the food industry. You will participate in challenging projects, grow your experience and capability across functions and enjoy our culture based on our belief of the 'Power of People'.

* Ensuring that open positions are posted on internal and external career sites, posting job advertisements on a variety of platforms from job boards and social media through to the McCormick careers portal. Ensuring maintenance of candidate database, uploading of candidate details/CV to the database. Supporting any external recruitment events and activities as appropriate.
* Managing the interview booking process and coordinates logistic like: booking meeting rooms and scheduling interviews with both hiring managers and candidates.
* Provide assistance in daily HR administration involving basic labour law rules, i.e. create personnel files, maintain data in SAP HR module (e.g. time management). Support company recognition processes and basic reporting tasks.
* Respond to employees’ queries within agreed scope, demonstrating positive customer service approach.
* Provide assistance in daily administration of global Job Description and Job evaluation database
* Collect and analyze employee compensation data

# WHO ARE WE LOOKING FOR?

* Student of 2 last years or recent graduate with a Human Resources / Law related background
* Adaptable individual, able to work in a fast-paced environment and enjoys a challenge
* Strong team player, able to build strong, collaborative relationships
* Fluent English speaker
* Quick learner with very good analytical skills
* Attention to detail
* MS Office experience
* Excellent communication skills both verbal and written
* Interest in HR / Talent Acquisition

