Start something big today. Apply as

**HR Expatriate and Talent Management Administrator**

Robert Bosch UK Holdings Ltd. | Middlesex | Denham | UK’s HR Department
Industrial Placement | HRC007

Do you want beneficial technologies being shaped by your ideas? Whether in the areas of mobility solutions, consumer goods, industrial technology or energy and building technology - with us, you will have the chance to improve quality of life all across the globe. Welcome to Bosch. At the Bosch UK HR Team (HRC) we are currently looking for an intern as an HR Expatriate and Talent Management Administrator based in Denham, Greater London. As HRC we work as a strategic and operational partner for all HR locations in the United Kingdom and Ireland. We provide a framework for the HR work and therefore touch base with an entire range of HR topics for which we need your support. Do you want to join our very diverse team, gain practical experience and broaden your horizon?

**Your contribution to something big**

- Supporting the management of Shared Service expatriates including:
  - Creating contracts,
  - Reporting key data,
  - Tracking relevant information,
  - Providing general assistance to expat employees,
  - Ordering services with external providers,
  - Maintaining personal records,
  - Processing invoices and payments in a timely manner,
  - Updating handbooks ensuring that all information is in line with current regulations,
  - Working on processes in regards to the financial and tax aspects of the expatriate programme

- Work closely with the UK’s HR team to support the management of the Graduate Specialist Programme including:
  - Promotion and advertisement of the programme,
  - Assessing applicant’s suitability,
  - Supporting the organisation and running of the Graduate Assessment days

- Assisting in ad hoc, strategic HR projects and other duties as required

**What distinguishes you**

- You are organised, committed, proactive and confident to suggest new initiatives. You have strong attention to detail, the ability to keep to deadlines & to analyse data and excellent communication skills through all platforms

- You are studying a business related degree and proficient with Microsoft Office applications: Excel, Word and PowerPoint.

- It would be desirable if you have previous work experience in an expatriate environment, a degree preferably within Human Resources and with an International Assignment module, foreign language skills, especially German

The industrial placement will start in Autumn 2017 and is available for 6-12 months.

**Your future job location offers you**

Flexible worktime options, benefits and services, employee discounts, various sports opportunities, on-site parking, catering facilities, access to local public transport, room for creativity, urban infrastructures, rural surroundings

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Make it happen.
Reference Code HRC007
Apply online: opportunities.denham@uk.bosch.com