London Sample Internship List – Human Resources (HR)

INDUSTRY DESCRIPTION

Human Resources (HR) is a pivotal component of all organisations, whether it is a large multinational corporation or a small charity organisation. Students seeking a placement in HR should have good organisational skills, be effective in both written and oral communications and feel comfortable when engaging face to face with others. HR can cover a wide range of tasks and duties, therefore students should have a flexible approach to task and be able to multitask.

Examples of Past Placements (Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guarantied location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals).

PineBridge Investments	PineBridge Investments is an independent, multi-product investment manager with more than US $83 billion in assets under management. PineBridge manages assets for institutional and individual clients across an extensive platform of listed equity, fixed income, private equity and hedge funds. With approximately 900 employees in 32 countries and jurisdictions, PineBridge Investments' strong global network captures local market knowledge and identifies potential opportunities for the benefit of investors around the world. As such, students will have the potential opportunity to support the HR functions across London and Europe, with exposure to European payrolls and HR services, attending interviews, staff inductions, providing administration support and opportunities for projects leadership.
D & D London	D&D LONDON owns and operates over 30 of the most famous restaurants in London, Leeds, Istanbul, New York and Tokyo. As "high end" leaders in the restaurant industry they employ, train and develop staff to the highest of standards. Placement opportunities will provide insight in to a wide range of business processes and procedures from a human resources stance.
Omerta Group	The Omerta Group is an executive search firm with a focus in the recruitment sector of financial services. Omerta focus on both global and local clients from their offices in London, New York and Hong Kong. Interns gain exposure to recruitment strategies,

	employment laws and gain greater understanding of selection criteria, techniques and human resource programs (including interviewing skills)
Mariott	Marriott International, Inc. is a leading worldwide hospitality company opened in Washington DC in 1927 by J. Willard and Alice S. Marriott. Today, Marriott International has nearly 2,800 lodging properties in 70 countries and territories around the world. This multinational organisation adopts the highest standards of HR operations and procedures.

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Recruitment and Talent Surveying – Interviewing – Research & Reporting – Event Support – Creating HR documents – Administration support – Social Media Development -

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Effective Communication – Accuracy & Attention to Detail – Independent Work & Self-Reliance - Teamwork – Administrative Skills – Policy Research & Development - Understanding of the British HR Systems & Practices Research & Information Gathering – Planning & Organisation – Problem Solving – Customer Service