



**Title: HR Internship**

**Location: Drama, Greece**

Arivia S.A., owner of the brand Violife, member of Upfield, is the world's leading vegan cheese company and a leading proprietor of plant-based dairy and dairy-free products, exporting in 60+ countries worldwide.

**Do you wish to be part of a fast-growing company? Do you share our deep belief that plant-based nutrition is the future? Do you potentially see this vacancy as an opportunity to develop your career within a global leading organization?**

As an **HR Intern** you obtain a realistic perspective of the work and benefit greatly from having experience in each of the five major HR functions, which could be obtained through job rotation. This role is a great opportunity for you to learn and evolve. You will receive mentorship, guidance and support and you will be expected to contribute to the company's top priorities.

Depending on the HR area of assignment, the intern will be expected to:

- Support the execution of HR programmes, processes, communications, and other strategic initiatives which may include:
  - Assistance with all aspects of recruitment
  - Assistance with on-boarding of new hires
  - Assistance with benefits administration as needed
  - Assistance with all employees' HR Learning & Development events
- Other administrative support upon need and requirements (e.g. assisting the HR team in document and file management)

### **What You Have**

The successful candidate has a strong academic record, with HR – or towards completing related – degree (such as Finance, Accounting or Marketing), some work experience (ideally in customer service), while remaining involved in extracurricular activities.

You are motivated to succeed, organized in all aspects and have the ability to communicate clear and concise ideas (verbal and written in both English and Greek language).

If you want to make an impact where it matters, apply now at [careers@arivia.com](mailto:careers@arivia.com), mentioning the position.