

We are looking for YOU!

Cognizant

INTERN IN HR TEAM

Cognizant in Lithuania is looking for a motivated, proactive, keen to learn and passionate Intern who will help us in our daily basic activities! If You are willing to gain valuable experience in a globally recognized IT Company and you would like to learn how HR Team's work looks from inside, we are waiting for your CV and cover letter.

During Your Internship, You will:

- Participate in Total Reward Policy review
- Contribute to quarterly/yearly attrition analysis and other ongoing HR projects (e.g. on-boarding process and monthly dashboard)
- Learn how to manage labor documentation and make sure we are compliant with GDPR
- Work with personal files and information updates in systems
- Help with engagement, learning and development activities
- Learn what key ingredients for successful communication are
- Provide writing support, as needed, across our internal communication channels
- Improve your English language on a daily basis

We hope that You:

- Have excellent Lithuanian and English language skills
- Can dedicate 2 months of your time starting with November
- Have interest in HR
- Are positive, responsible, initiative and keen to learn
- Have good communication and organizational skills
- Good Excel skills are an advantage

We offer:

- Multicultural environment with professional and highly experienced colleagues
- Opportunity to grow both professionally and personally
- Inspiring working atmosphere and engaging activities
- Valuable experience and recommendations

If You are interested, send Your CV and cover letter until 4th November to Gintare.Repsaite@cognizant.com and Kristina.Andrulyte@cognizant.com. Confidentiality guaranteed. Only selected candidates will be contacted. All interviews will be online.