



## Imperial Tobacco Internship Programme – HR Intern

### *What's Involved*

Our HR Internship Programme is 6 Months and aims to give you a broad overview as to how our business fits together. This internship will provide an opportunity to strengthen your skills, build a foundational knowledge in HR and gain valuable experience in the center of Asia Cluster. Throughout the internship, the incumbent will work on the HR projects and experience hands-on HR generalist tasks and support

### *What you'll need to join us*

You'll must be a Digi-Explorer and native speaker of Chinese and fluent in English. We welcome candidates from all degree backgrounds. You'll need to be in the final year of your undergraduate, master studies, or has graduated with a degree within the last 12 months and is able to work 2~3 days per week in Taipei.

### *About the Interview*

When you're invited to the interview, you'll have to present a short video edited by yourself.

Video Theme - please choose one theme below

- Free style
- 20-40 seconds only
- Focus on 'what are your selling points'

**Option 1: Why should Imperial Tobacco choose you to be our HR Intern?**

**Option 2: How would you promote your department / university to high school graduate?**



***Responsibility:***

- HR Project – Case Study and Proposal for Asia Cluster HR Team
- Learning & Development: campaign design, workshop preparation and follow-ups, virtual communication design and coordination, etc.
- HR Admin Support
- Ad hoc Support

***Required Experience/Training:***

- Prior internship or office experience preferred
- Excellent organization skills, keen eye for detail and proven ability to handle multiple tasks in a fast-paced environment
- Ability to work independently and in a collaborative team environment
- Flexible, adaptable, can operate with ambiguity
- Possess strong verbal and written communication skills, including presentation skills
- Possess cross cultural awareness and high emotional intelligence
- Be self-motivated and have a strong work ethic and sense of confidentiality
- Computer proficiency including Microsoft Office Suite of products – Excel, Word, PowerPoint and Microsoft Outlook for email, calendar, contacts, scheduling and task management required.
- Experience in Visual Communication, video & photo editing preferred
- Love to explore and apply new application programmes to assigned projects

***Working Hour:***

flexible and discussable

Jul-Sep: 2~3 days/week

Oct-Dec: 1~2 days/week

***To Apply:***

Please send your job application and attach your **English CV** via

<https://www.104.com.tw/job/?jobno=67y9c&jobsource=n104bank1>