



# Mercedes-Benz

PT Mercedes-Benz Indonesia  
A Daimler Company  
Sole Agent, Assembler & Manufacturer  
of Mercedes-Benz Indonesia

## HUMAN RESOURCES INTERNSHIP 2018

**Mercedes-Benz Internship Program offer students in their final year to participate in this program. This is an opportunity to expand your horizons and find out for yourself how a global corporation like Mercedes-Benz really works.**

**You'll be involved in work activities in our HR department within PT. Mercedes-Benz Indonesia in Wanaherang, Gunung Putri, Bogor.**

**The Internship Program available for minimum of 3-Month and Maximum of 6-Month period. Working hours: Monday – Friday from 7:30 AM to 4:15 PM.**

### General Requirement:

- Student who still enroll in their Study or in their final year, majoring in Psychology, Human Resource Management, Business Administration or Humanities Studies.
- **Proficient in English** both oral and written is a must as you will be working in a global team environment in alignment with Daimler Singapore, India, Japan, and Germany.
- MS. Office literate: MS. Outlook, Word, Excel, and Power Point.

### HR Administration Tasks:

- Track progress, deadlines, and priorities of all HR Commercial Vehicle projects.
- Handling Training schedules, programs and sourcing vendors.
- Prepare Word, Excel, and PowerPoint documents.
- Coordinate pre-employment processes: Schedule interviews, medical checkup appointments and other onboarding preparations.
- Post new job vacancies on LinkedIn, Jobstreet.com and our social media platforms.
- Complete HR forms in accordance with company procedures.
- Managing employee database and recruitment tracker system.
- Joining Job Fair Exhibitions, Seminar, Trainings and Meetings.

For immediate response, please submit your updated Curriculum Vitae/Resume and Cover Letter to [annie.kant@daimler.com](mailto:annie.kant@daimler.com) with the subject: HR Internship 2018.

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