



Title: Human Resources Intern
Location: Brisbane CBD
Function: Human Resources
Details: Commencing 22 November for 12 weeks

EDL owns and operates a global portfolio of power stations in Australia, North America and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

Reporting to the People & Culture Manager, this internship will expose you a wide variety of HR activities.

The key responsibilities for this position include but are not limited to

- administration to support the HR team;
- drafting letters of offers and file notes;
- data entry into HR information system;
- responding to unsuccessful candidates;
- drafting job ads;
- posting ads on Seek;
- setting up onboarding meetings;
- setting up interviews;
- completing online forms i.e. IT requests, change of details;
- booking medicals;
- booking background checks;
- running reports;
- drafting various employment correspondence.

Qualifications and experience

- currently studying Human Resources or other business related degree;
- be a self-starter who is reliable, honest and takes pride in your work;
- excellent written and oral communication skills;
- experience with Microsoft Word, Excel and PowerPoint;
- ability to problem solve;
- have the ability to work both as part of a team, as well as independently;
- experience working in an office environment is desirable.

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

If you wish to apply for this position, please send your current resume and 1 page cover letter to hrvacancies@edlenergy.com, referencing 'HR Internship' in the subject line.

Applications close Friday, 29 October 2021