

We are hiring

Join our team!

HR INTERN

PJIAE N.V. (Princess Juliana International Airport) is on the lookout for an enthusiastic **HR Intern** to join our team. As an HR Intern at PJIAE, you'll play a crucial role in various administrative tasks within the HR department. This internship offers a unique opportunity to contribute to our mission of creating an exceptional workplace and employee experience. Your tasks will include addressing HR-related queries, database management, supporting social media initiatives, creating engaging content for internal communications, assisting in event coordination, and maintaining confidentiality in handling sensitive information.

RESPONSIBILITIES

- Assist in day-to-day administrative tasks within the HR department.
- Interact with employees to address HR-related queries.
- Support HR initiatives through social media platforms.
- Create content for internal communications.
- Assist in organizing events, workshops, and training sessions.
- Handle confidential information with discretion.

REQUIREMENTS

- Currently pursuing a degree in Human Resources, Business Administration, or a related field.
- Strong organizational skills with attention to detail.
- Good interpersonal and communication skills.
- Proficiency in using social media for professional purposes.
- Ability to handle confidential information discreetly.
- Positive and proactive attitude.

HOW TO APPLY?

If you're excited about contributing to a positive workplace culture and being part of the PJIAE family, we want to hear from you! Please submit your resume and a cover letter in English detailing your relevant experience and interest in the position to career@sxmairport.com. Include "**HR Intern Application**" in the subject line.

PJIAE is an equal opportunity employer, dedicated to diversity and inclusion. We encourage applications from candidates of all backgrounds and experiences.

Join us in shaping a great workplace at PJIAE!

“Nurturing Ambition, Unleashing Potential: SXM Airport - Where Local Talent Thrives!”

