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Volvo: Human Resource Internships 2026 New Hiring

Description

Volvo is seeking a highly motivated and enthusiastic Human Resource Intern to join our dynamic team. This internship provides an excellent opportunity for individuals pursuing a career in human resources to gain hands-on experience in a global corporate environment. As a Human Resource Intern, you will have the chance to collaborate with experienced professionals, participate in various HR functions, and contribute to strategic initiatives that support Volvo's goals and objectives.

Responsibilities

- Assist in the recruitment process, including job posting, candidate screening, and scheduling interviews.
- Support HR team members in organizing and conducting orientation sessions for new employees.
- Participate in HR administrative tasks such as maintaining employee records, updating databases, and handling documentation.
- Contribute to employee engagement initiatives by assisting in the planning and execution of events and programs.
- Assist in conducting research and analysis on HR trends, best practices, and benchmarking data.
- Collaborate with cross-functional teams on special projects related to talent development, diversity and inclusion, and performance management.
- Provide support in employee relations activities, including communication with employees and managers regarding HR policies and procedures.
- Assist with other HR-related tasks and projects as assigned.

Qualifications

- Currently enrolled in a Bachelor's or Master's degree program in Human Resources Management, Business Administration, or related field.
- Strong interest in pursuing a career in human resources.
- Excellent communication skills, both verbal and written.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Detail-oriented with strong organizational and time management skills.
- Proactive attitude and willingness to learn.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
- Prior internship or work experience in HR or related field is a plus.

Job Benefits

- **Learning and Development Opportunities:** Engage in hands-on experience and gain valuable insights into the field of human resources. Benefit from mentorship and training programs designed to support your professional growth and development.
- **Competitive Compensation:** Receive competitive compensation for your contributions during the internship period.

Hiring organization

Volvo

Employment Type

Intern

Duration of employment

3 Months

Industry

Motor Vehicle Manufacturing

Job Location

Boksburg, Gauteng, South Africa,
1460, Boksburg, Gauteng, South Africa

Working Hours

09

Date posted

October 18, 2025

Valid through

27.02.2028

- **Networking Opportunities:** Connect with professionals across various departments within Volvo, expanding your network and building relationships that could benefit your future career endeavors.
- **Work-Life Balance:** Enjoy a healthy work-life balance with flexible work arrangements and supportive policies that promote well-being.
- **Employee Assistance Program (EAP):** Access confidential counseling and support services to address personal or professional challenges.

Contacts

Interested candidates should submit their resume and a cover letter outlining their qualifications and interest in the position. Please apply through our online career portal or send your application.

Join Volvo's HR team and be part of shaping the future of mobility while developing your skills and contributing to our success! We look forward to welcoming you to our team.