Do you have a passion for people? Join EMG HR Department for your internship.

Educations.com Media Group (EMG) operates market leading e-services for finding education and corporate training. Our websites are used by more than 2 million people every month, and the number of visitors is growing rapidly. Today we have a local presence in Sweden, Norway, Denmark, Finland, Germany, Netherlands, UK, US, France and operate globally via the domain educations.com. EMG has over 110 employees working towards our vision of helping everyone in the world find the right course and education. We are a privately owned company by our five founders and Antonia Ax:son Johnson from the Axel Johnson Group.

HR Department operates as a service function to the entire media group. The vision for HR is simple – create a workplace top of mind. HR at EMG’s primary mission is to support and enable the organization to fully effectuate the business decisions taken by management. In order to do so HR are fully responsible concerning business culture, recruitment & work atmosphere. HR has quickly become a central function at EMG, now being the first topic on management meetings. HR has just only begun its work at EMG and is now looking to expand. Starting as an internship fall 2015, we sure hope this person can grow with EMG and be a potential team member to the HR Department during 2016. You will be a part of developing the HR function at EMG. Working with HR is extremely interesting, balancing short term and long term needs, demands, decisions, and challenges. Your passion is people? Welcome to HR at EMG!

Internship – HR Internship
You will be an important member of the HR. You will be a part of the team from day one. Based at the EMG headquarters you will have a full insight in the operations of HR. Working beside the Head of HR your internship experiences will consist of:

- Learn the essence of HR at EMG (recruitments, culture, management relations, workplace atmosphere, internal relations)
- Attend management meetings
- Support in the development of strategic plans for the HR division
- Take responsibility over development of presentation material and documents
- Attend daily meetings and structures
- Support development of employer branding at EMG
- Understand how to create best in class internal and external relations
- Understand the importance of being the facilitator between HR and EMG
- Analysis of employee statistics and how internal structures can be improved
- Coaching and constant feedback

Who will be successful? Skills and qualifications:

- You are educated to a master degree level or enrolled in a master program today
- You speak English and Swedish fluently
- You are structured in your work
- You have excellent communication skills and excel when interacting with people

To be successful in this role at HR Department you must be a high performer with an “If I do not know this today, I will work hard to know this tomorrow” mindset. We are looking for a person that is ambitious and think fun at work is crucial. A positive attitude towards your co-workers is a must. You like and enjoy the challenge of working in a changing environment. You are able to work well under pressure without letting go of the quality of your work. You are not afraid of hard work and to get your hands dirty. You know how to meet deadlines and manage your time effectively. Finally, is a person that is curious of how it is to work with HR in an entrepreneurial environment where everything is built from the start!

Is that you? I hope so! Welcome.

Olof Tydén – Head of HR, EMG
olof.tyden@educations.com
073-518 68 05