

## HR Work Student utility scale energy storage EMEA

### JOB DESCRIPTION:

Trina Solar is an internationally recognized solar energy company. Our growing global presence includes regional headquarters in US, Japan, Switzerland and China with offices in Madrid, Munich, Milan, the UK, San Jose, Seoul, Tokyo and Shanghai, to provide our customers with timely, reliable service.

As Trina Solar continues to expand its capacity, Trina Storage is looking for talent who is passionate about energy storage. From research and development to sales and marketing to manufacturing and operations, Trina Storage looks for people who thrive in exciting, challenging and dynamic work environments to become a part of our dedicated team of professionals and contribute daily to bringing clean, reliable and cost effective solar energy and storage solutions to customers around the globe.

Join us and our mission to promote and develop solar energy as a source of clean, renewable energy for all. We are currently looking for a HR work student:

### Main Responsibilities

- Administrative handling of all HR processes
- Participation in global HR projects
- Source candidate profiles for positions in EMEA in the energy storage sector
- Processing of entry and exit formalities and drafting of contracts, provision of new joiners' documents, general personnel administration
- Registration and processing of cases of illness and accidents in cooperation with the insurance company
- Support HR manager in different administrative task

### Requirements:

- As working student for full time internship or approx. 20 hours / week (preferably for a longer period of time).
- Solid experience in the MS Office 365 applications (MS Teams, PowerPoint, Excel, Word, Outlook)
- Already have experience in other working student jobs
- Have passion for HR topics
- Willing to take over responsibility for work packages
- Result-oriented, structured, and able to set priorities
- Have analytical skills and the ability to consolidate information meaningfully
- Fluent in English and German, additional language is a plus

If you are interested in this opening, please provide your resume in English. Applications without an English CV will not be considered.