

JOB DESCRIPTION

Position Title: HR Intern (APMEA)

Reports To: APMEA HR Project Analyst

Location: Hybrid Working Policy (Malaysia Office and Work from Home)

Period of Internship: 6 Months (1 March 2023 to 31 August 2023)

Sodexo is a French food services and facilities management company headquartered in the Paris Suburb in Issy-les-Moulineaux. We operate in 55 countries and serve 100 million customers daily.

Our culinary excellence and dedication to the best meal experience for our guests is what sets Sodexo apart. We've been investing in the quality of our food for more than 60 years by developing and testing recipes that reflect the latest flavour trends, all the while embedding more sustainable ingredients and dishes into our menus.

This internship role will be for the Asia Pacific and Middle East Africa (APMEA) Region of the world, where the business focus is on Food Services. Specifically, part of the Human Resources Department, learning more about the people involved in making this company a success. This role will expose you to understand the importance of an employee's experience and motivation in the workplace.

Responsibilities:

- Your main tasks are to plan, coordinate and execute mini projects for the mental health and wellbeing theme for the region.
- You will have the opportunity to lead your own project, with guidance from your reporting manager.
- You will have the opportunity to visit our sites and understand first hand our staff's experience working at site.
- You will be working very closely with HR stakeholders in countries and across the region.
- You will be involved in discussions and creating a plan to execute the tasks.
- Understand the role of a PMO in HR, and how does this relate to the success of the Department and Company.

- You will also be involved in assisting with other HR PMO duties for the APMEA Region.
- You will get the opportunity to present your ideas and plan of execution to the HR Leadership Team.
- Create a presentation to visualize your ideas.
- Perform other related duties as assigned.

Requirements:

- A minimum of 6 months full time Internship with Sodexo.
- Desire to learn and take initiative with problem solving.
- Good Communication and Articulation.
- Experience with Microsoft Office Suite and Tech Savvy.
- At least in their final semester of studying.

Benefits of this Internship:

- Practical experience and Exposure of all Job responsibilities within the HR Department.
- Shadowing, mentoring and on job training opportunities with experts in this industry.
- Opportunities to participate in discussions with HR Leaders.
- Flexible workplace during the week, upon discussion with your reporting line.