



Internal Communications Intern (HR)

HERMÈS – Hong Kong

Position Overview

The HERMÈS WORK IMMERSION PROGRAM offers students and recent graduates a unique opportunity to gain hands-on experience in HR operations within the luxury retail industry. Intern will work closely with the HR team to assist in various projects and daily tasks, ensuring the smooth business partnering delivery, talent acquisition process and learning & development experience.

This 9-month program is designed to cultivate future leaders by integrating practical learning with meaningful responsibilities while providing a deep understanding of Hermès' HR strategies and journey within the company.

Responsibilities

- To prepare internal communications material such as poster, newsletter, videos, etc
- To assist various HR & Training initiatives and projects, and other ad-hoc tasks as assigned
- To coordinate in internal staff activities by Diversity, Equity & Inclusivity Team and Staff Committee Team
- To provide all-rounded HR operational support to Human Resources Team
- To assist in end-to-end recruitment & selection process including but not limited to job advertisement posting, talent search, CV screening, interview arrangement, etc
- To support training program including but not limited to materials preparation, venue set up, statistics and report maintenance, etc

Requirements

- **Recent graduates with a Bachelor's degree and less than two years of work experience will be prioritised.** Current students pursuing a Bachelor's degree are also welcome to apply. A major in Human Resources Management or a related discipline is highly preferred.
- **Priority will be given to candidates available to work 5 days per week.** Those who can commit to 2 to 3 full days per week (Monday to Friday) are also welcome.
- Excellent in communication skills with good command in English and Cantonese. **Proficiency in written Chinese** is required to assist with Chinese material preparation.
- Experience in photography and video editing
- Demonstrates high level of initiative, learning agility and work commitment
- Conscientious and detail-minded
- Ability to work in a fast-paced and team-oriented environment
- Strong interpersonal and communication skills
- Proficient in Microsoft Office (Word, Excel & PowerPoint)
- Good command of both written and spoken English, Cantonese, and Mandarin
- **Available to start as soon as possible**