

The Role

Stirling Council's Human Resources Service is looking to recruit an HR Intern to join their team to work in support of the Supporting Attendance Policy. This is an excellent learning opportunity for a graduate to gain experience within a busy public sector setting. Your main responsibilities will include:

- Arranging meetings
- Preparation of letters and documents
- Supporting managers and employees at meetings
- Arranging referrals to Occupational Health
- Undertaking other HR related project work

Requirements

The ideal candidate will be educated to degree level within a Human Resource environment. It is essential that you are organised and able to work to deadlines, are proactive and able to use your initiative. You will be professional and discrete in dealing with confidential and sometimes sensitive/personal information.

You will be able to demonstrate excellent communication skills, both written and oral.

A current full driving licence is essential.