

Stryker, a world leader in Medical Technology, offers you the opportunity to advance professionally while making a difference in your community and worldwide. Your contribution will be vitally important as we design, manufacture and deliver innovative products and solutions that help medical professionals restore health to millions of people globally.

8.7 billion dollars turnover, 21'000+ employees around the world, presence across **+120 countries** are only a few of the statements that describe our company, ranked **61st** within the prestigious **Fortune 100 best companies to work for** in 2013.

At Stryker, we put quality first in everything we do and **People Development** is one of the 5 success criteria we conscientiously measure and strive for excellence.

Stryker EEMEA is the distribution division covering Eastern Europe, Middle East and Africa, with offices in Switzerland (HQ), Poland, Romania, Russia, South Africa, Turkey, Ukraine and UAE for a total of 300 employees.

Human Resources Internship (3 months)

The HR EEMEA team is looking for an HR intern to support the them in various HR activities and projects for 3 months.. You are passionate about HR, eager to learn in a fast moving environment, autonomous and you have a great sense of humour, this internship is for you !

Responsibilities

- **Compensation & Benefits:** Support the HR team in the implementation of a global project related to grading process and salary structure. Activities might include: Creation of a repository of job descriptions for all functions within EEMEA, auditing and updating our HR system (Oracle) with job codes, job titles, etc...
- **HR Administration**
 - Follow up on various HR processes (for instance, Personal Development plans and Team Engagement impact plans through checklists)
 - Audit all employees files ensuring all signed job descriptions are stored, as well as all necessary documentation in individual files and follow up with HR team if required
 - Update HR Database
 - Update organisation charts
- **Statistics & reporting**
 - Support the HR specialists and manager to Create monthly reporting structure with key metrics

- Analyse HR EEMEA statistics on various topics and present back to the HR team with recommendations
- Recruitment
 - Support and participate in recruitment activities with our recruitment specialist (pre-screening, update of HR recruitment system, etc...)
- Provide support on an ad-hoc basis in various HR projects

Professional & Education desired background

- HR young graduate/Bachelor/Master in Economics or in Work and Organizational Psychology
- Computer literate and good knowledge of excel would be a plus
- Fluent in English is a must

Key personal skills

- Flexible
- Teamwork
- Rigorous
- Result focus and service orientated
- Autonomy
- Eager to learn

If you believe you have the profile we are looking for and are interested in this opportunity, we look forward to hearing from you! Please apply per e-mail to:

baptiste.godvin@stryker.com

Baptiste Godvin

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