

#### Application

If you are interested in this internship, please send your resume and cover letter to [gatar-recruit@hec.fr](mailto:gatar-recruit@hec.fr)

#### Location Contract

Doha, Qatar  
3-month internship

#### Job Title Reporting to Department Team

**Human Resources Intern**  
Human Resources Officer  
Finance, Operations and Administration  
Human Resources

#### Summary

**Within the Department of Finance, Administration and Operations, the Human Resources function is responsible for managing the employee's lifecycle and building HR policies and procedures in support of HEC Paris in Qatar's strategic objectives.**

#### Internship Responsibilities

- Complete assigned administrative duties and assigned projects in an efficient, accurate and timely manner
- Update and maintain employee database and employee files
- Draft formal HR letters and attestations when requested
- Respond to employees' first level enquiries
- Provide support with recruitment and onboarding activities
- Other tasks depending on skills and interests

#### Intern Profile

- University student, enrolled in study program in Qatar
- Strong interpersonal, communication and organizational skills
- Ability to maintain confidentiality
- Service-oriented, flexible and tactful
- Prompt and strong attention to detail
- Excellent database management capabilities
- Proficiency with Microsoft Office (Word, PowerPoint and Excel)
- Strong written and oral skills in English – French and/or Arabic are a plus

#### Disclaimer

This description is only a summary of the typical functions of the internship, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the intern might differ from those outlined in this description and other duties, as assigned, may be part of the internship.

#### About HEC Paris

Founded in 1881 by the Paris Chamber of Commerce and Industry, HEC Paris brings together 140 permanent professors, 4,500 students and 8,000 managers in executive education programs every year.

As leaders of impactful learning, HEC Paris has been committed to excellence and impact in research, teaching and thought leadership while delivering transformation and support in addressing the disciplines that matter in today's complex global economic situation.



In 2010, HEC Paris joined Qatar Foundation to bring world-class Executive Education programs and research activity to Doha and the region. HEC Paris launched Qatar's first international EMBA, which is currently ranked number 3 worldwide by the Financial Times, and the Specialized Master's in Strategic Business Unit Management (SBUM). HEC Paris is also a world leader in custom-designed programs, and works with clients in Qatar and the region to design and deliver executive programs that address current business challenges.

The programs and research activities of HEC Paris in Qatar build corporate competitiveness within the global economy and are fully aligned with Qatar National Vision 2030 to support the transformation of Qatar into an advanced, competitive and knowledge-based economy. Corporate partnerships have also played a key part in HEC Paris' mission of bringing about regional economic transformation by developing business talent, managers and leaders who can meet the societal and environmental challenges of the future. <http://www.qatar.exed.hec.edu/>

HEC Paris in Qatar is an exceptional workplace, located in state-of-the-art premises in Doha. A true embodiment of HEC Paris' core values – Excellence, Diversity and Community – our staff is a close-knit community of diverse individuals who are driven by the pursuit of excellence.