

HR Trainee

Non-paid Internship

We are looking for a motivated and detail-oriented HR Trainee to join our CGI team. The primary responsibility of this role is to organize our internal archive, transitioning it from a static to a digital format. The HR Trainee will also assist with ongoing HR tasks related to internal regulations and documentation.

CGI offers:

- **Training and Development:** Enhance your skills with CGI Academia, professional tools, and in-house knowledge exchanges.
- **Events and Celebrations:** Join diverse local and global events, fostering a connected community.
- **Feedback:** Receive continuous, constructive feedback from experienced CGI professionals.
- **Digitalization Project:** Contribute to a global archiving digitalization initiative, adding meaningful value to your career.

Additional information:

- **Start date:** the beginning of January
- **End date:** the end of March/February
- **Non-paid internship, temporary role**
- **Team:** colleagues from Lithuania and UK
- **Location:** Vilnius, Core Business Center
- **Working hour:** full-time, flexible
- **Work type:** on-site

Your future duties and responsibilities:

- **Organize internal archives and transition from static to digital formats.**
- **Assist with various ongoing HR tasks related to internal regulations.**
- **Maintain accurate and detailed documentation.**
- **Support the HR team in daily operations.**

Required qualifications to be successful in this role:

- **Fluency in Lithuanian and English.**
- **Excellent attention to detail and a meticulous approach to documentation.**
- **Strong organizational and time management skills**
- **Result-oriented mindset.**

Only English resumes will be reviewed, candidates will be interviewed by the end of December

The CGI logo is displayed in a large, white, sans-serif font in the bottom right corner of the page. The background of the entire page is a scenic landscape featuring several wind turbines on rolling hills under a clear sky.