Human Resources Intern

- Flexible, unpaid work experience program
- ASX listed construction company
- North Sydney location
- Excellent opportunity to learn and develop

The Role
As a Human Resources Intern you will assist with the efficient administration of specific HR functions for Seymour Whyte and assist members of the HR Team. The HR Internship is a flexible, unpaid work experience position that aims to expose undergraduate human resources students to a variety of real world HR functions including recruitment; on boarding and orientation; changes to employment conditions; departures; training coordination; training and administration.

You
This role will suit someone who:
- Is keen to develop their professional personal brand within a dynamic industry;
- Has strong attention to detail;
- Is proactive and can self-motivate;
- Is able to take direction well and learn quickly;
- Has a mature approach; and
- Understands the importance of confidentiality and discretion.

To be suitable for the role you will:
- Be currently completing a tertiary qualification in Human Resources Management or related discipline;
- Be available to work at least one (1) day per week around your university schedule;
- Possess good interpersonal skills and ability to communicate professionally with a variety of internal and external stakeholders;
- Advanced time management and personal organisation skills;
- Intermediate to advanced skills in Microsoft Suite, Outlook and Adobe; and
- Hold a current Driver’s licence.

The Company
Seymour Whyte is a leading Australian-owned infrastructure construction and engineering company with solid foundations, a diverse history and an enviable reputation for excellence in project delivery.

Since our establishment in 1987, Seymour Whyte has been involved with more than $5 billion of complex infrastructure and building projects throughout Australia. Our success is testament to the collaborative and flexible approach we take towards our clients; together with an unwavering commitment to always delivering on what we promise.

With more than 250 professional staff, and offices in Brisbane, Townsville and Sydney, Seymour Whyte offers a complete range of engineering and construction services across the Transport, Resources and Utilities sectors. Our determination to achieve nothing less than excellence on every project is supported by our belief in doing what it takes to attract and retain the very best industry professionals. Whether managing major public infrastructure
projects or private sector works for the resources and other industries, we take pride in delivering a smooth process and long-term value for our clients.

Regardless of location, contractual arrangements and the challenges presented, Seymour Whyte aims to consistently deliver a safe, high-quality and cost-effective product, on time and to budget.

People are the strength, the success and the future of Seymour Whyte. So we’d like to speak with you about how Seymour Whyte can play a part in your future development and progression.

Applicants are urged to review our website to gain an understanding of our company before sending us a cover letter on why you would want to join our team, a comprehensive CV with your work history and qualifications to careers@seymourwhyte.com.au

Applications from Australian Residents only

Seymour Whyte is an Equal Opportunity Employer who encourages applications from Aboriginal and Torres Strait Islander candidates

Please no recruitment agencies