

Universidade do Minho

Bolsa de Emprego - Oferta de Emprego

Oferta de Emprego

Empresa	BorgWarner Emissions Systems Portugal
Descrição da função	HR Curricular Internship

Publicação

Data de criação	10/07/2026
Data limite de candidatura	31/07/2026
Data da última atualização	10/07/2026

Perfil pretendido

Tipo de oferta	Estágio Curricular
Escolaridade	Licenciatura
Função	Gestão RH

Descrição

Perfil pretendido	Key Roles & Responsibilities Support Talent Acquisition & Talent and development processes, including searching for and identifying potential candidates on social networks and creating shortlists. Conduct initial outreach and phone screenings with prospects, presenting vacancies clearly and professionally. Assist in coordinating interviews, managing the full recruitment process from initial contact to the preparation of the job offer, and maintaining accurate candidate records in internal systems. Provide administrative and operational support on GDPR Compliance –related activities, ensuring documentation, procedures and controls are updated and aligned with internal policies. Collaborate on the development and structuring of the company's Skills & Competencies Matrix, including data gathering, documentation and preparation of supporting materials. Prepare reports, presentations, and dashboards to support decision-making within the HR team. Contribute to the continuous improvement of recruitment, compliance, and competency management processes. Support and collaborate with other upcoming HR projects. Education & Experience Currently pursuing a Bachelor's or Master's Degree in Human Resources, Education, Psychology, Management, or a related field Good knowledge of Microsoft Office, particularly Excel and PowerPoint Strong communication and interpersonal skills Proficiency in Portuguese (spoken and written) Good English language skills (spoken and written) Previous academic projects, extracurricular activities, or internships in Recruitment or Human Resources are considered a plus
Número de vagas	1
País	Portugal
Distrito	Viana do Castelo
Condições oferecidas	Internship Grant: €600 Meals provided at our cafeteria Flexible Hours Schedule Possibility of Remote Work
Contacto	brunasilva@borgwarner.com
Observações	

Cursos

Sem cursos preferenciais.
