Tasks

Shape the future today.

The world is changing. The question is, what will be our contribution to the outcome? We have set the pace in the field of mobility from the very beginning, and we will continue to do so. At Mercedes-Benz Vans, interdisciplinary teams are developing the mobility of tomorrow. Our goal is to make mobility safer, simpler, and more sustainable for people across the globe. Put your pioneering spirit to good use: This is your opportunity to make a contribution that extends far beyond your job title.

At Mercedes-Benz Vans, we offer you the perfect environment for your professional and personal growth. Cutting-edge training and promising career opportunities will help you to foster and expand your professional skill set as well as your individual strengths. Think, try, and thrive with us in collaborative work environments that spark game-changing concepts.

Job Overview:

The Human Resources Intern will provide support to the Human Resources staff with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits, performance management and volunteer intern programs. The intern has the opportunity to partner with key HR team members and gain experience in process improvement and implementation. The internship is designed to be both educational and practical.

Responsibilities:

- Provides support in functional areas of a human resources department, which may include recruitment and employment, personnel records, employee and/or labor relations, job
evaluation, compensation management, benefits administration, organization development, and training.
- Assists in the collection of internal and external information for reports and statistical research
- Enters employee data into the company record keeping system
- Preparing and editing correspondence, reports, and presentations
- Processes paperwork for functional area according to established procedures
- Performs administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires
- Handle client requests and deliver quality solutions if able, or escalate the request to a more senior team member
- Proofread HR documents including audits, marketing information, and handbooks
- May be responsible for making meeting and travel arrangements
- Work directly with key personnel to understand project concept, objectives, and approach
- Support elaboration and implementation of concepts
- Assist with administrative support and other ad hoc HR related projects as assigned
- Participates in regularly scheduled team meetings
- Will perform other duties as assigned

Qualifications
- Recent graduate (within the past 12 months) or junior/senior currently attaining a bachelor’s or master’s degree with a focus on Human Resources, Human capital, Organizational Leadership, or comparable study is required
- Proficient computer skills in Microsoft office applications, including Excel, PowerPoint and Adobe
- Strong written and oral communication skills
- Proactivity and ability to work independently
- Proficient working in a multi-cultural environment
- Desire for continuous development and learning opportunities
- Strong analytical, organizational, and time management skills
- Languages: German is a plus but not a requirement

We are all in for change. Are you too? Apply now.

If you have experience in the above and are interested in joining an outstanding company we
welcome you to apply. The division Mercedes-Benz Vans is world renowned for quality and innovative products.

Mercedes-Benz Vans, LLC ("MBV") is a plant in Ladson, South Carolina that produces Sprinter vans for the U.S. and Canadian market under the brands Mercedes-Benz and Freightliner. The midsize Mercedes-Benz Metris vans are also reassembled at this location.

Mercedes-Benz Vans, LLC invested 500 million U.S. dollars in the construction of a new Sprinter production plant in addition to an expansion of the previous assembly operations. In September 2018, MBV officially opened its new plant, located next to existing operations in the North Charleston area. The MBV facility will provide up to 1,300 jobs by the end of the decade and is expected to create at least 600 additional jobs in the region through its suppliers.

More than 130,000 Sprinters have been assembled in North Charleston and delivered to destinations in the U.S. since 2006. The U.S. is now the second largest market for Sprinter vans, after Germany.

Mercedes-Benz Vans, LLC is committed to fostering an inclusive environment that appreciates and leverages the diversity of our team. We provide equal employment opportunity (EEO) to all qualified applicants and employees without regard to race, color, ethnicity, sex (including pregnancy, gender identity, and sexual orientation), age, national origin, religion, marital status, veteran status, physical or other disability, genetic information, or any other characteristic protected by federal, state or local law.

Apply for this job

Benefits