IBFD is the leading international provider of cross-border tax expertise. As an independent, non-profit foundation, IBFD has a long-standing history in supporting and contributing to tax research and academic activities. IBFD utilizes a global network of tax experts to serve Fortune 500 companies, governments, universities, international consultancy firms and tax advisors. IBFD’s core business is research, publishing (online and print) and education in international taxation. All IBFD products are accessible through IBFD’s Tax Research Platform, the powerful online engine behind efficient tax information and research. Founded in 1938 and headquartered in Amsterdam, IBFD also has a local presence in important markets such as North America, Asia and China.

The Human Resources Department is responsible for the recruitment and development of IBFD’s most important asset: our employees. HR is responsible for (HR) communication, and initiates and supports organizational and cultural change. To help our department with the accomplishment of its ambitions, currently we have a vacancy for an HR Intern

(32-37 hours per week)

The HR intern works in close collaboration with the HR colleagues and is responsible for the improvement of HR procedures and processes, which are part of day-to-day HR work. The intern joins a team of 6 HR professionals and reports to the Global Head of HR.

We are looking for a person who likes to be part of a team that is constantly trying to improve and innovate. Someone who wants to dive into the core of the matter, to do research, make comparisons, is quality and result driven and is not afraid to challenge our way of working.

Taking into consideration the level of the tasks that are waiting to be tackled, we think this internship is perfect as a graduation internship at bachelor level at least. Ideally, the candidate starts after the summer, and is available for 6 months.

Main responsibilities
- Improving HR procedures and processes; employee contracts and employee guide; managers manual; freelance contracts
- Support and back up HR colleagues in peak moments (performance, compensation) and providing general support to the Global Head of HR

Requirements
Knowledge and experience
- Currently studying a bachelor/master Human Resource Management or similar
- Up to date knowledge of /affinity with Dutch labour law, social security and GDPR

Skills & Competencies
- Solution and result driven and autonomous personality
- Strong analytical skills, accurate, attention for detail
- Able to prioritize with a hands on mentality
- Excellent communication skills in Dutch and English - both verbal and in writing – is a must

Benefits
- IBFD offers an attractive fee of € 500 gross (HBO level) / € 600 gross (WO level) per month on full-time basis (37 hours)
- Flexible working hours are possible

For more information, please contact:
Tina Hayema, Senior HR Advisor
Tel. 020 55 40 127

Send your resume together with a letter of motivation to e-mail: recruitment@ibfd.org.