

Internship in Human Resources



We will provide you with HR training, as well as practical experience, supported through mentoring in one of the following areas:

- Contact Centre, System Support Group
- Background Screening, Recruiting and Interview Scheduling
- Onboarding, Employee Data Team and Transfer Team
- Workforce Reporting
- Payroll and Benefits and Core Compensation
- Time and Attendance, Talent Reviews and Promotion
- Offboarding and Reference Letters

Your program's highlights

The MyHR Services and Solutions department in Wroclaw provides the bank's employees around the world with a diverse global portfolio of HR services and products. We offer best-in-class HR assistance in multiple areas such as: HR applications, advisory capabilities, as well as global reporting services. We also provide technical assistance in HR system related difficulties. Our services are available for all German, English, Italian and French-speaking employees and span the entire HR life cycle. We carry out administrative work relating to HR processes and are responsible for data maintenance all around the world.

Your field of responsibility

Join our 3-month internship program, which will give you the chance to get to know various HR areas across the full employee lifecycle and develop expertise in HR client service. You will have the opportunity to gain phenomenal, hands-on experience within a fast-paced environment. You will be getting involved in a range of tasks across HR client service so you really get a flavour of what HR department does.



Your future colleagues

You will join an ambitious colleagues who value inclusive culture. One where we succeed together – across the desk and around the globe. Where our people work naturally together to achieve great things. During the whole internship program you will be supported by an internal trainer who will introduce you to the respective HR processes, tools and applications, colleagues and peers at all levels across the MyHR Services & Solutions department. You will gain insight into the bank and its culture, as well as the opportunity to build a professional network. Your language skills will be utilized in direct client contact every day.

The program also offers opportunities to meet with senior managers. Your assigned manager will work with you on an objective and review process, providing structure to your placement including an outline of requirements and goals. This practice also gives us a tangible framework for assessing you for a full-time graduate position after your graduation. The internship is our core-hiring channel for our full-time specialist class.

Your qualification and skills

While our employees have a wide range of experiences, interests and degrees, they share an intellectual curiosity, a desire to achieve and a pattern of excellence and achievement.

- Client-focused and committed to developing creative solutions
- Well-organized and able to accurately prioritize and multitask
- Team-focused and reliable
- Excellent communicator in English plus one of the following: German, Italian, or French
- Analytical and logical, with raw intellectual ability
- Available 30-40 hours per week.

Your new employer

Your growth is our priority. Credit Suisse offers you the ideal environment to start a successful career, attractive benefits, excellent training and managers to support your development.

We are a leading wealth manager with strong global investment banking capabilities founded in 1856. Headquartered in Zurich, Switzerland, and with more than 48,000 employees from over 150 nations, we are always looking for passionate people to make an impact for our clients and communities.

Credit Suisse is committed to providing equal employment opportunities, regardless of ethnicity, nationality, gender, sexual orientation, gender identity, religion, age, civil partnership, marital or family status, pregnancy, disability or any other status that is protected as a matter of local law.

Credit Suisse is an equal opportunity employer. Welcoming diversity gives us a competitive advantage in the global marketplace and drives our success. Our bank provides reasonable accommodations to qualified individuals with disabilities, as well as those with other needs or beliefs as may be protected under applicable local law. If you require assistance during the recruitment process, please let your recruiter know.

Ready to take the next step?

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