**Human Resources Internship, IKEA Industry**

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***We are a diverse group of people working together, sharing the humanistic IKEA values. The values are the foundation of our work. By living them, we form the unique IKEA culture where team spirit and togetherness are key. In a constantly growing IKEA, every individual is taken care of, respected, acknowledged and included.******People are themselves, and respecting the uniqueness of every individual makes IKEA better.***

*IKEA Industry is the world’s largest producer of wooden furniture and is an integrated part of Inter IKEA Group. IKEA Industry has 41 production units in 10 countries with about 19 000 co-workers. Every year, IKEA Industry produces more than 100 million pieces of furniture for IKEA customers.*

We are now looking for a HR or Behavioural Science student that are interested in an internship at IKEA in an international environment during autumn 2018. You are self-motivated and driven with great organizational, communication, planning skills and like new challenges.

This internship is located in IKEA Industry´s head office, Klipphult, next to Hyllie station in Malmö, Sweden. Klipphult is an activity-based, flexible and inspiring workplace.

More good things about you:  
•    Values – the IKEA values are close to your heart and you truly want to take part in creating a better everyday life for the many people  
•    Trustful relationships – You involve others, co-operate with co-workers throughout the whole organisation and build trust and relationships  
•    Communication skills – you communicate well in English in a clear, down-to-earth and straightforward way.   
•    Initiative – do you see things that can be done better? Go for it and share it with us! You feel comfortable doing things on your own with little steering and can work independently, while knowing when to involve others and ask for help.

Main responsibility during internship:  
•     Develop a “HR Handbook”, which will describe all the main HR process and how to work with them. The main target group for the handbook is persons working with HR. Inter IKEA Group and IKEA Industry have many different HR documents, practices and good examples describing how to work within HR. Now, we would like to take the next step and compile these in an improved, easy and clear way. During the internship you will collect information and interview different people within HR. It will be a fantastic opportunity to truly learn and get experience about many different HR processes at IKEA.

The HR team at IKEA Industry consists of 11 colleagues. You will receive a mentor from the HR team. We are looking forward receiving your application of interest for this internship! If you are interested please send us your CV and a few sentences about yourself and why you are interested before May 27th to ida.listrup1@ikea.com.

If you have questions please contact HR Project Leader Ida Listrup, +46728862760