



HR Intern, Europe Central Region (m/f)

Headquartered in Santa Monica, California, Activision Blizzard, Inc. is a worldwide pure-play online and console game publisher with leading market positions across all categories of the rapidly growing interactive entertainment software industry. Activision Blizzard's portfolio includes best-selling video games such as Skylanders®, Destiny®, Call of Duty®, and Tony Hawk, as well as Spider-Man™, Guitar Hero® and TRANSFORMERS™, leading franchises such as Crash Bandicoot™ and Spyro™ and Blizzard Entertainment's® StarCraft®, Diablo®, and Warcraft® franchises including the global #1 subscription-based massively multi-player online role-playing game, World of Warcraft®.

Job Purpose: Provides basic HR support, within the HR Business Partnership framework, for 5 Central European countries/regions (DACH, Nordic, Benelux and Italy/Emerging Markets). This includes day-to-day coordination of strategic HR projects and activities.

Location: Munich (Ismaning)

Key Responsibilities & Duties:

Support HR Generalist with the following:

- Handle day to day HR queries from employees
- Assist in the preparation and execution of local HR initiatives, programs & policies
- HR administration for Central Europe based employee group (checklists, employee filing, tracking employee status change forms, recruitment invoices etc.)
- Recruitment – Review & circulate CVs to hiring managers for local vacancies. Manage interview schedules
- Support on on-boarding process for new hires
- Respond to enquiries from prospective job candidates
- Draft & route employee status change via IT tickets or HR Fusion for approvals according to signing authority & submit for payroll purposes
- HR Fusion - Regular data audits to maintain data accuracy standards
- Benefits administration- Assist with employee enquiries regarding benefits programs in each country– healthcare, pension, etc.
- Preparation of employment contracts & new hire/leaver documentation (notifications & employee forms)
- Basic reporting- recruitment updates, temporary staff tracker & ad hoc reports
- Organisation charts- Update & maintain for the Central European functions
- Special projects as assigned by HR Generalist (e.g. support L&D initiatives)

Person Specification

Qualifications/Training (appropriate to the job)

- University Degree (preferably in HR related subject) or equivalent experience

Knowledge/Experience/Skills/Abilities (appropriate to the job)

- Prior HR experience & exposure to a HR generalist environment within a multinational company
- Excellent verbal and written communication skills
- MS Office (Excel, Word, PowerPoint, Outlook)
- Ability to deal effectively with multiple projects/tasks
- Fluent written and verbal language skills in German and English

Personal Attributes (appropriate to the job)

- Full commitment to the position
- Should be able to handle various pressure situations and workload through proper work balance, flexibility, prioritisation and delegation
- Adherence to deadlines & time management skills
- 'Have done, can do, will do' approach
- Pragmatic thinker, not afraid to work outside the box
- Hands on involvement & positive attitude
- Attention to detail

Please send your full application including references and potential start date via our career website (Job number: HUM00008H):

<http://activision.taleo.net/careersection/10020/jobdetail.ftl?lang=en&job=HUM00008H>

www.activisionblizzard.com