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Dis-Chem: HR Learnerships 2024 Apply Here

Description

The HR Learnership Program at Dis-Chem provides a unique opportunity for individuals interested in pursuing a career in human resources. The successful candidates will be immersed in various HR functions, gaining invaluable experience and skills through practical training and mentorship. This program aims to develop a pipeline of skilled HR professionals who embody Dis-Chem's values and commitment to delivering exceptional service.

Responsibilities

- Participate in a structured learning program covering various aspects of human resources, including recruitment, training and development, employee relations, HR administration, and compliance.
- Collaborate with HR professionals and teams to support day-to-day HR operations and projects.
- Assist in the recruitment process by screening resumes, scheduling interviews, and contributing to candidate assessments.
- Contribute to employee engagement initiatives, learning about strategies to enhance workplace culture and employee satisfaction.
- Assist in HR administrative tasks such as maintaining employee records, updating databases, and preparing HR-related documentation.

Qualifications

- Matric certificate (Grade 12) is a minimum requirement.
- Currently pursuing or recently completed a relevant qualification in Human Resources Management or a related field will be advantageous.
- Strong passion for a career in human resources and a desire to learn and grow within the industry.
- Excellent communication skills, both written and verbal, with a professional demeanor.
- Ability to multitask, prioritize assignments, and work effectively in a team environment.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.).

Job Benefits

- Practical hands-on experience in various HR functions within a reputable company.
- Mentorship and guidance from experienced HR professionals.
- Opportunity to develop a strong foundation in HR practices within the retail pharmaceutical sector.
- Potential for career growth and permanent employment based on performance and business needs.

Contacts

- **Visit the Dis-Chem website:** Go to the Dis-Chem official website.

Hiring organization

Dis-Chem

Employment Type

Intern

Duration of employment

3 Months

Industry

Retail

Job Location

Midrand, Gauteng, South Africa,
1685, Midrand, Gauteng, South Africa

Working Hours

09

Date posted

September 9, 2024

Valid through

28.11.2024

Navigate to the “Careers” or “Join Our Team” section.

- **Search for the Learnership Opportunities:** Look for specific information or job postings related to the HR Learnership Program. This might be listed under “Current Vacancies” or “Learnership Programs.”
- **Read the Job Description:** Review the details of the HR Learnership Program, including the responsibilities, qualifications, and skills required.
- **Prepare Application Materials:** Ensure you have your updated resume/CV and any other required documents ready. Some applications may require cover letters or additional information.
- **Complete the Application:** Follow the instructions provided on the website to apply for the HR Learnership Program. This might involve filling out an online application form or uploading your documents directly.
- **Double-Check Information:** Before submitting your application, review all information for accuracy and completeness.
- **Submit Application:** Once you’ve completed the application process, submit your application through the designated portal or method as instructed on the Dis-Chem website.
- **Follow Up:** After submitting your application, consider following up if there’s a designated contact or timeline provided. This demonstrates your interest in the program.