

## Human Resources Internship

### 1.1 Internship assignment description

Are you curious about setting up an onboarding/training system for a start-up? Are you eager to work on establishing a measurable remuneration system without disturbing health and safety and teamwork? Are you ready to test your skills and knowledge in a multidisciplinary and multicultural team? Do you want to gain exposure to a fast-paced, collaborative office environment, and apply the knowledge you learned in the school?

Waste4ME is currently looking for an HR intern to contribute to its employee onboarding system as well as remuneration system. Your task, as an HR intern, is to design an introduction and training package to be offered to the new employees at Waste4ME. For this, you need to fully understand Waste4ME's work ethics, business expectations and employee needs. Additionally, as an intern, you will contribute to the design of a new measurable remuneration system. For this, you need to pay close attention to the possible health& safety impacts of every change you made. You also need to ensure that the new remuneration system does not disturb the teamwork and dynamics among the employees.

You will be given a chance to observe the team and contribute to HR structure of the company. HR intern responsibilities also include:

- assisting in drafting and organizing our HR policies and procedures;
- drafting employee communications notifying staff of policy and procedural changes;
- organizing consultations/interviews with the employees to gather information for setting up a suitable onboarding system for Waste4ME; and
- assisting in the planning of company events for students/possible intern candidates.

### 1.2 Position requirements

For the position we are looking for the following background:

- Good communication skills
- Ability to listen well
- Ability to think outside the box
- Ability to work result oriented with given boundaries (time, budget, quality) in a team
- Ability to form vision
- Good command of the English language
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- Solid organizational skills and attention to detail
- Willing to focus on effectiveness of a solution rather than only its efficiency
- Proficiency in Microsoft Office applications.
- Preferably knowledge/experience on Dutch labour laws
- Human Resources Management or Business major; or a related field
- To be enrolled as a student.

### 1.3 Working at Waste4ME

**About Waste4Me:** The company Waste4ME positions itself at the intersection of different industries. Waste4ME is **pioneering the plastic recycling** industry by giving previously incinerated plastic waste a second life. Our company turns a global environmental problem into low- carbon products and **valuable petrochemical products**. Our solution also allows implementing **sustainable waste disposal** techniques and bridge intermittent energy supply in remote locations. WER unit (waste reducer energy generator) is a mobile waste management tool based on pyrolysis technology. It is designed for tackling waste, where recycling is not feasible and where waste disposal is an issue. Thanks to its mobile nature, WER allows to avoid transport costs, electricity cost, gas boiler cost and gas for a boiler.

**Working environment:** As you gain knowledge and experience in different sectors you can grow within the company. Our team mentality is straightforward and product oriented. You have the freedom to plan your work and set your own milestones in line with the company goals. Additionally, if you want to suggest a different topic and you think you can add value: make a proposal including milestones and catch our attention. We are a growing company and are looking for people with ideas.

In your position as intern you will work at our demonstration location in Leiderdorp (office) and Moerdijk (operation & office), the Netherlands. You will work with an international team of entrepreneurs, engineers and other technology providers for operating & automating the system, modelling our system and testing the model in real life.

### 1.4 Reimbursement

Reimbursement is € 400 – 600 per month (excluding expenses) depending on candidate's qualifications.

### 1.5 Working Hours

40 hours per week (Negotiable).

### 1.6 Duration

At least 3 months (Negotiable).

### 1.7 Contact

If you are interested, send your application with cv and motivation or **-even better with-** your first idea how to approach to specified project to Onno Meijerink [o.meijerink@waste4me.com](mailto:o.meijerink@waste4me.com) or by phone on +31627332690.