



We are Hiring. Here is your Chance to shine!

Discover what it's like to be part of a team that rewards taking risks and trying new things. It's time to love what you do!

Being hungry for success, having the mindset of a winner, being driven towards action and achievement, we all want our personal description to even slightly resemble this. And while we all think that this is something we either are born with or without, the truth of the matter is that we all possess it in our inherent nature. If this is something that drives you if you are curious to see what is beyond the horizon, you are not afraid to fail – and learn from that failure – you are in the right place.

4Finance HR team is looking out for an HR Administration Intern who will have an excellent opportunity to have a sneak peek into the company who's approx. 4000 employees (we are still growing 😊) are working all together in 17 different countries.

We are looking for:

HR Administrator Intern

(Full-time) Riga, Latvia

Responsibilities and potential missions:

- Information quality checks and continuous improvements;
- Work with HRMS, LMS, other systems;
- Employee training administration and support;
- Administration support (payroll, HR documentation, contracts);
- Daily collaboration with HQ HR.



Qualifications, talents and some must haves:

- Positive attitude and good communication skills;
- Attention to details;
- Computer literacy (MS office).



Gains and benefits:

- Hands on job experience and HR best practices;
- Work on real business cases and projects;
- Networking;
- Future development opportunities.