

Neuhaus – Human Capital Intern

TO DO

Internship of 4 to 6 months – Vlezenbeek – NL/FR/EN – supporting BE & UK

Are you the coolest intern in Belgium when it comes to recruitment?

Do you really want to make a difference in how we attract new talent for our boutiques in Belgium and the United Kingdom? Then we are looking for you! As a Recruitment Intern at Neuhaus, you'll get the chance to fully immerse yourself in the world of talent acquisition. You'll be a true partner-in-crime to our Recruitment Manager / HC Business Partner Retail and take part in the entire recruitment process: from writing job descriptions to screening candidates, setting up campaigns, and optimizing our processes through Jobtoolz.

What will you be doing?

- Writing and publishing job descriptions (NL/FR/EN) for boutique profiles and supporting retail functions.
- Actively sourcing and screening CVs; conducting first phone/online pre-screenings.
- Helping to set up and follow up recruitment campaigns (job boards, socials, campus, referrals).
- Candidate management and scheduling in Jobtoolz; ensuring a smooth candidate experience.
- Supporting UK recruitment: drafting English job posts, communicating with store managers, scheduling and coordinating interviews.
- Data & flow: contributing ideas to optimize our recruitment flow (templates, automated emails, lead times), and keeping the look & feel of our Jobtoolz career pages up to date.
- Close collaboration with HC, Retail Operations and Store Managers.

TO BE

- You are enrolled in a recognized bachelor's or master's program at a university or university college in Belgium (e.g. HR, Communication, Psychology, Business Management...).
- You are available for an internship of 4 to 6 months, preferably full-time.
- Languages: fluent in Dutch and French, very good English (for UK support).
- You have strong writing skills and a good sense of employer branding; you write clearly and in a candidate-friendly way.
- You are communicative, proactive, accurate, and service-minded.
- You have an interest in retail and talent acquisition.

TO OFFER

- A varied internship where you'll get to know the entire recruitment process.
- A warm, entrepreneurial work environment at a premium Belgian brand.
- Guidance from an experienced HC team, with room for initiative.

- An internship allowance, meal vouchers and reimbursement of commuting expenses.
- Location: Vlezenbeek (Brussels area), with occasional visits to boutiques. UK support is handled remotely. After your onboarding period, one day of teleworking per week is possible.

https://www.neuhauschocolates.com/fr_BE/home