

# Join Matas as HR Student Assistant

Are you currently pursuing a Bachelor's degree and are eager to build a career within Human Resources? We are looking for an engaged and proactive HR Student Assistant to join our People & ESG team and support a broad range of HR activities and agendas (15-20 hours per week). We offer hands-on experience in our Nordic organization where people, culture, and business performance go hand in hand, providing an excellent opportunity to develop your HR skills while contributing to the people initiatives across Matas.

## **Support our people agenda**

As HR Student Assistant, you will support a variety of HR processes and initiatives while gaining valuable insight into how a HR function contributes to the business and employee engagement. You will work closely with colleagues across the team and collaborate with stakeholders throughout the organization. From day one, you will be trusted with responsibility and encouraged to take ownership of your tasks while developing your own skills. Your responsibilities may include:

- Supporting HR administration and employee lifecycle processes
- Maintaining and updating employee data and HR documentation
- Supporting HR projects, events, and people initiatives
- Preparing presentations, reports, and communication materials
- Assisting with recruitment activities
- Coordinating practical HR-related tasks across the business

## **Proactive student with a genuine interest in people and HR**

You are currently pursuing a Bachelor's degree and are eager to gain practical HR experience alongside your studies. You are motivated by working with people and enjoy taking responsibility. We imagine that you:

- Have a strong interest in Human Resources and people-related topics
- Are comfortable working independently and taking ownership of your tasks
- Have a proactive approach and naturally seek out opportunities to contribute
- Are structured, detail-oriented, and able to manage multiple tasks simultaneously
- Have strong communication skills in Danish and English

As a person, you are outgoing, energetic, and curious. You build relationships easily and are not afraid to reach out to colleagues across the organization. Furthermore, you demonstrate the maturity to work independently, while also appreciating the value of teamwork and collaboration.

## **AI expectations**

At Matas, we see AI as an important enabler of smarter ways of working. As an HR Student Assistant, you are expected to be curious about how AI can support HR processes, communication, administration, and knowledge sharing.

## **We invest in you**

At Matas Group, our purpose is ...for beautiful lives, being your true companion throughout all stages of life. When you thrive personally, you shine professionally. That's why we actively invest in mental health, employee growth, and a flexible and inspiring workplace where you feel safe, supported, and empowered. With us, you will work alongside kind and supportive colleagues who dare to be bold and pursue ambitious goals with determination and accountability - without compromising the relationships with our customers, partners, or each other.