

Career Opportunity

Schlumberger Guyana Inc.

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Human Resources / People Operations Intern

Job Summary:

The People Operations (HR) Intern will assist HR Business Partners with transactional, administrative, and project-based tasks related to talent sourcing, onboarding, engagement, recognition, benefits, and payroll administration coupled with other key HR processes. This position will interface with employees and all levels of management and will be a representation of the HR function. The incumbent is expected to provide recommendations and contribute novel ideas to enhance the effectiveness of the People Operations team.

Responsibilities:

Candidate's duties may include the following:

- ❖ Assist in the recruitment process inclusive of posting and screening of applications, coordination of interviews, medicals, and additional testing along with the initiation of background checks on shortlisted candidates.
- ❖ Coordinating and facilitating candidate onboarding, updating employee records, filing HR documents.
- ❖ Prepare HR-related reports and documents as needed using Word, Excel, and PowerPoint.
- ❖ Properly manage client requests through responsiveness, follow-up, and escalation.
- ❖ Maintain a satisfied level of customer service with clients both internal and external.
- ❖ Participate in organizing company events, career days, and other recruiting events.
- ❖ Create internal and external marketing/communication materials. Proofread and edit HR documents as needed.
- ❖ Develop a working knowledge of HR information databases and searchable resources.
- ❖ Keep abreast of new developments in the HR field and labor legislation to determine how company HR policies may be affected.
- ❖ Conduct yourself and carry out all duties with the highest level of confidentiality and professional integrity.
- ❖ Other duties and special projects as assigned.

Minimum Qualifications and Requirements:

- ❖ Currently pursuing an Associate, BSc, or Master's degree in Human Resources Management.
- ❖ Persons pursuing ABE Level 5/6 in Human Resources Management may apply.
- ❖ Proven history and ability to handle extremely confidential and sensitive data while maintaining data privacy.
- ❖ Previous experience in an HR/Administrative role, preferred.
- ❖ Excellent verbal and written communication skills (a test may be administered).
- ❖ Must be detail-oriented and demonstrate excellent administrative and organizational skills.
- ❖ Strong project management, analytical and problem-solving skills.
- ❖ Intermediate proficiency in all Microsoft Office applications especially Word, Excel, PowerPoint, and Outlook.
- ❖ Basic knowledge of labor legislation required (Intermediate or advanced knowledge is preferred).
- ❖ Ability to share knowledge and work in a strong team-oriented environment.

How to Apply

- Send resume and cover letter to gycareers@slb.com with subject line: **HR Intern – Your Name**. Resumes should also be saved with applicant's first and last name.

The deadline for submission of applications is Friday, September 18, 2020.

Schlumberger is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, disability, status as a protected veteran or other characteristics protected by law.