



Join our team

Human Resources Placement

Are you looking for an internship in the UK? Are you enthusiastic, numerate, IT proficient and a team player? If your answer is 'YES' we may have just the opportunity for you!

We have an exciting opportunity for a paid internship within our HR Team, where you will be able to gain valuable work experience in a global FMCG company.

The Opportunity

We are seeking an intern to join our HR department, based in Folkestone, Kent on a 12 month contract starting in June 2018.

As a Human Resources Intern, you will support the team in delivering a first class HR service to the wider business whilst gaining invaluable skills and experience. Your duties will cover the full employee journey, from recruitment and induction to employee relations and learning and development.

During the internship you will receive a tailored induction as well as regular feedback and reviews with your line manager.

As part of a small HR Team you will have the opportunity to take on personal responsibility for a range of tasks and project such as:

- End to end recruitment, from briefing agencies and short-listing candidates, through to interviewing and arranging inductions and new starter briefing days.
- Supporting line managers through disciplinary and grievance processes.
- Scheduling internal and external training sessions and collating attendee feedback.
- Leading allocated Project work within the HR function
- Supporting the HR Team with a range administration duties ranging from scheduling Occupational Health appointments to supporting the Company's Social Committee.

Who we are looking for

We welcome applications from current students looking to undertake an industry placement year and also graduates seeking their first HR opportunity.

The ideal candidate will:

- Be an undergraduate/postgraduate ideally in Human Resources/Business Studies.
- Have excellent verbal and written communication skills.
- Be able to demonstrate a “can do” attitude and desire to continuously improve.
- Have the ability to work as part of a team.
- Be competent in MS Office, Word, Excel and PowerPoint.

About Church & Dwight

You may be more familiar with our products than with our company name. Batiste dry shampoo, Pearl Drops Whitening toothpolish, Arm & Hammer baking soda toothpaste, Femfresh Intimate wash, Orajel toothache & ulcer relief, Sterimar natural sea water nasal spray and Nair hair removal products all of which form part of our exciting brands. We are continuing to grow our portfolio each year with new exciting acquisitions our newest including Viviscal, Toppik, Anusol and Waterpik.

Church & Dwight UK Ltd are based in Folkestone, Kent, where we develop, produce & distribute many of our products and work with Sofibel in Paris and Church & Dwight GmbH in Frankfurt, Germany to form the European team. We are part of Church & Dwight Co. Inc. based in New Jersey, USA.

In the UK we employ over 300 people who undertake a range of roles from Research & Development & Marketing through to Purchasing, Production and Supply Chain. These teams are supported by departments such as Finance & Human Resources.

How to apply

If you would like to apply for this opportunity and have a valid European passport or a student visa that allows you to undertake an internship opportunity, please contact our HR Team explaining why you would like to work with Church & Dwight UK and attaching a current CV to: HRDepartment.UK@churchdwight.com

We are currently recruiting for Interns across our business functions, for intern opportunities in other subjects please visit the careers page of the Church & Dwight UK website.

CLOSING DATE FOR APPLICATIONS: 10th FEBRUARY 2019