

Job Title:	HR & Facilities Intern
Direct Report:	Employee Experience Team Lead
Location:	Curacao

About us:

Welcome to Pinnacle, the ultimate destination for sports enthusiasts seeking an exhilarating sportsbook and gaming experience! Established in 1998, we have solidified our position as one of the globe's foremost licensed online gaming companies. With our cutting-edge offerings, we guarantee an electrifying experience that will keep you on the edge of your seat.

Pinnacle invites you to join our team and become an instrumental figure in the exciting realm of sports betting. Our vibrant team is fuelled by passion and driven by innovation, working together to redefine the landscape of sports betting and gaming. Together, we constantly strive to surpass limitations and deliver unparalleled experiences to sports enthusiasts worldwide. Prepare yourself for a thrilling journey and discover sports in an entirely new dimension with Pinnacle!

Role Overview:

The Employee Experience and Facilities Intern will assist the Employee Experience department with a variety of administrative and operational tasks. This role offers a practical learning opportunity in various HR functions, including Employee Experience, Facility Management, Onboarding, and Employee Relations. The ideal candidate is enthusiastic about learning, highly organized, and capable of managing sensitive information with confidentiality.

Key Responsibilities:

- Track progress, deadlines and priorities of all employee experience projects.
- Track and upload invoices for payment via our internal invoice management system tool.
- Assist in preparing new employee offers, paperwork, including any necessary documents to finalize employment contracts.
- Assist in conducting exit interviews with leaving employees/managers.
- Maintain and update employee records, ensuring accuracy and confidentiality.
- Assist in preparing weekly HR global newsletter and announcements.
- Provide general administrative support to the HR teams, including scheduling meetings, managing calendars, and handling correspondence.
- Assist in the preparation of reports, presentations, and documentation as required.
- Replenish kitchen supplies and beverages, including cups, utensils, plates, paper towels, tea, coffee, water coolers, and office beverages.
- Support employee engagement initiatives by helping to organize events, snacks, lunches, surveys, and other activities.
- Maintain a high level of customer service with both internal and external stakeholders.
- Help with the setup of meeting rooms and event spaces.
- Assist in performing routine maintenance and minor repairs on building systems and equipment.
- Report major maintenance and repair needs to the Employee Experience Team Lead/Management.
- Maintain well-stocked and organized storage areas.
- Assist in coordinating with external contractors for specialized repairs and services.
- Provide a monthly report detailing expenses for beverages, cleaning supplies, and facilities.
- Maintain accurate records of maintenance activities and inventory.
- Assist in coordinating office moves and setup of new workstations.
- Manage maintenance schedules for air conditioning, UPS systems, and generators.
- Availability for after-hours emergency calls and occasional weekend work.
- Perform other duties as assigned

Experience and Qualifications:

- High school diploma or equivalent; must be studying towards a Bachelor in Human Resources, Business Administration, Facilities Management, or a related field.
- Familiarity with office equipment and security systems is a plus.

Skills:

- Strong organizational and planning skills with a high attention to detail.
- Excellent communication and interpersonal skills.
- Ability to handle confidential information with integrity and discretion.
- Proficiency in Microsoft Office Suite
- Ability to work proactively and independently and as part of a team in a fast-paced environment.
- Excellent communication skills, able to openly share ideas or information with team.
- Detail oriented, with a keen eye for the specifics of each location.
- Friendly and Professional – able to interact with staff when they are on-site.
- Team player – ability to work collaboratively to get the work done.
- Self-starter, able to identify and undertake necessary work without direct instruction.
- Good common sense with ability to solve practical problems.
- Basic knowledge of building systems and maintenance procedures.
- Familiarity with health and safety regulations.
- Ability to lift and move heavy objects.
- Ability to stand, walk, and inspect facilities for extended periods.

Benefits:

- Private Health Insurance
- Employee Assistance Program
- Monthly Fitness Subsidy

We are an equal opportunity employer dedicated to fostering an inclusive and diverse workplace. We prioritize hiring the best candidates based on their skills and qualifications, irrespective of race, gender, age, religion, or any other characteristic. Our strength lies in our diverse teams, and we proudly celebrate and empower everyone to embrace and promote diversity throughout their time with us.

If you want to be a part of the Pinnacle team, please send your CV and Motivational Letter to recruitment@pinnacle.com