



Avis Budget Group is a leading global provider of vehicle rental services, both through its Avis and Budget brands, which have more than 10,000 rental locations in approximately 175 countries around the world, and through its Zipcar brand, which is the world's leading car sharing network, with more than 950,000 members.

The Business Support Centre (BSC) has been supporting the Group's subsidiaries with its expertise, primarily in the Europe, Middle East & Africa (EMEA) region. Currently employs more than 900 employees and has now been supporting Avis Budget Group for 12 years, in 10 languages.

avis budget group

business support centre

HR SUPPORT TRAINEE (HR4U Team)

Get your GO on.

The Business Support Centre (BSC) of Avis Budget Group, a globally leading vehicle rental service provider, is providing support from beautiful Budapest mainly covering customer care, commercial support and financial services. If you'd like to join, we are now offering a career-defining opportunity within a successful and fast growing business where colleagues are empowered to help shape functions delivering tangible business improvement across a complex European organisation. **It's a very exciting place to be – dynamic, creative and collaborative.** The Employee Support Centre is a newly established team within the HR Function, known as HR4U. HR4U provides help and support to Avis Budget Group employees in the International.

As an HR Support Trainee you will:

- provide general administrative HR support
- respond to queries initiated by employees or partners
- complete scheduled HR processes
- produce various contracts and employee letters
- maintain process documentations
- update internal trackers for effective administration management
- support with daily activities such as document preparation and HR database system update

To join us, we are looking forward to your application if you:

- speak English fluently
- have student status: you are currently enrolled in college or university and you are holding a valid student identification card
- able to work 20-40 hours per week
- enjoy an open-minded, dynamic, young and multi-cultural environment
- have excellent communication skills
- are flexible and able to adapt to changes
- believe in team work and cooperation
- don't want to miss a career-defining opportunity that could possibly lead to a permanent employment offer once you are ready to work full time on a permanent basis and have proved your expertise and commitment

Why Avis Budget Group BSC is a great place to build a career at: Our BSC is Centre of Excellence and largest Avis Budget Group site globally; multicultural, diverse team with colleagues from over 40 different countries; friendly, collaborative culture & approachable leadership; opportunities for growth & development throughout your career; high-energy place with winning spirit where things move forward every day

If you want to GO somewhere in your career, Avis Budget Group is the place to be, apply now via <https://jobs.avisbudgetgroupcareers.com/vacancy/8969/PSZF/detail>