**Project Assistant & Long Term Intern – People & Culture**

Token Financial Technologies is a company of Koç Group**,** the largest conglomerate in Turkey. Token produces revolutionary, innovative products, value-added retail and payment services for retailers and creates a safe open platform for the Fintech ecosystem. Token creates the devices and infrastructures to deliver intelligent payment and retail platforms, which shape future products and services while creating new revenue streams.

**Want to be a part of the future of payment systems? Join us to make an 'early start' to the future!**

**We are looking for a People and Culture Intern.**

**Job Description;**

* Preparation and tracking of contracts during the onboarding process
* Arranging doctor and computer procurement/delivery during the onboarding process
* Tracking employee personnel documents
* Monitoring the digital onboarding process
* Preparing welcome packages for new hires and keeping inventory
* Providing support for meal card loading processes
* Tracking document and documentation processes and assisting in setting up an archive system

**We are expecting your application;**

* 3. or 4. year student in Psychology, Sociology, Business Administration or related departments,
* Having experience in HR internship is plus,
* Competence in coordination and organization issues,
* Excellent verbal and written skills in English.

The position is located in İstanbul