



TrustBridge global

MAKING
GLOBAL
GIVING
EASY



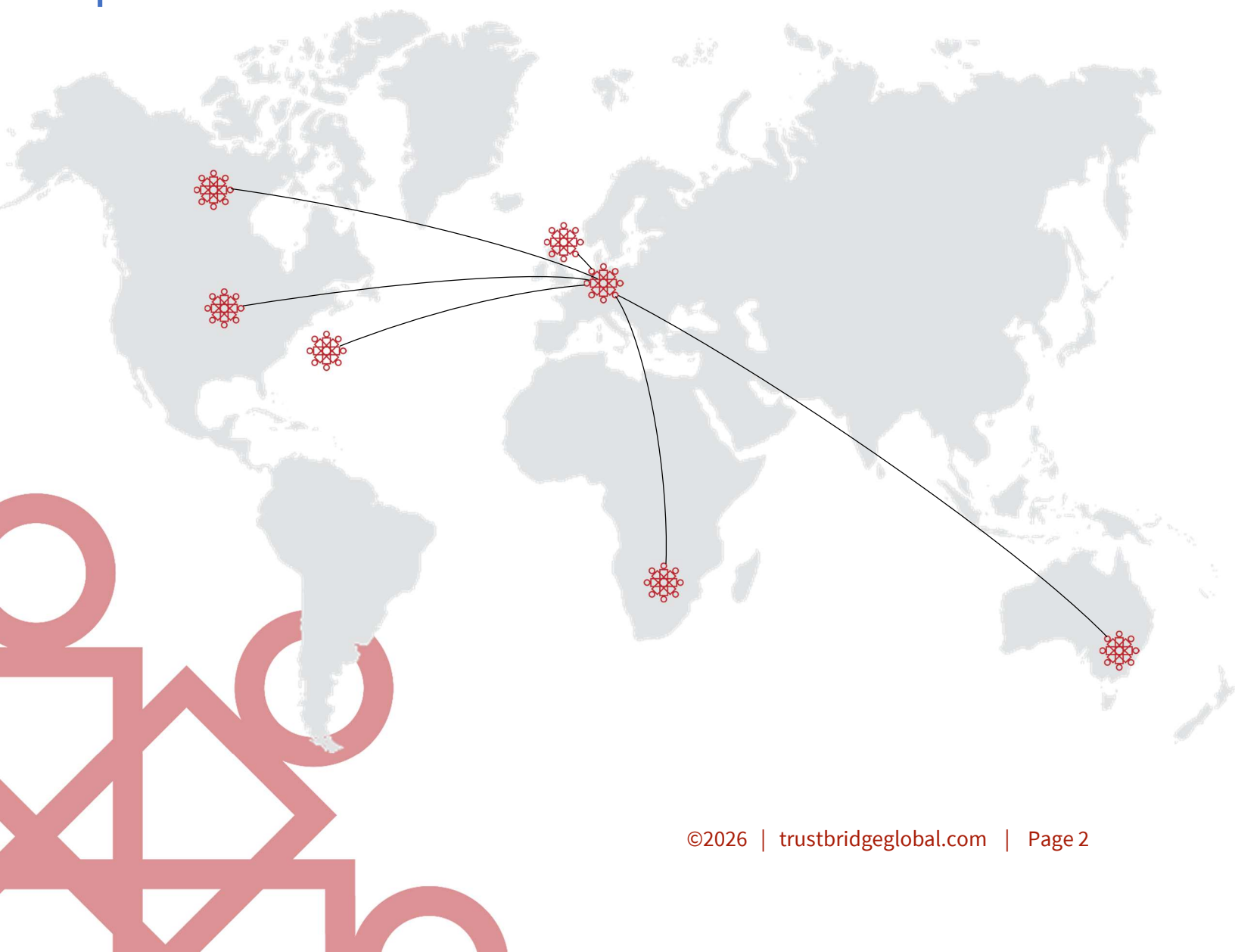
MAKE YOUR
IMPACT ON
THE WORLD

HR Intern

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILISE RESOURCES**
BY **MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL**
NETWORK OF GENEROUS COMMUNITIES.



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES
EVERYWHERE** HAVE ALL THEY NEED TO
ACCOMPLISH THEIR MISSION.



There are trillions of dollars, euros, and yen in the hands of generous people around the world, more than enough to make a significant difference in the lives of people around the world – TrustBridge will get those resources moving.





Put People First

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Trust Our People to Act

We believe in our people – their gifts, skills, and worth – and therefore we trust our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more.

THE FOLLOWING OPPORTUNITY IS FOR AN HR INTERN WITH A FOCUSED SET OF RESPONSIBILITIES.

ROLE SUMMARY

The HR Intern supports recruitment, records management, and the daily administrative needs of the HR and Administration team. The role is suited to a fourth-year college student completing a required internship program or a fresh graduate seeking practical HR experience through a six-month project-based engagement.

KEY RESPONSIBILITIES

Recruitment Support

- Assist in job openings on approved recruitment channels and in maintaining accurate vacancies.
- Review applications against basic role requirements and organize candidate profiles for the hiring team.
- Maintain recruitment folders, trackers, interview records, and candidate files with complete and current information.
- Support the collection and organization of documents as assigned.
- Handle applicant information with confidentiality and follow the company's data privacy and records management practices.

Records and Data Management

- Organize, file, label, and maintain digital HR and administrative documents using the approved folder structure and naming conventions.
- Update databases, spreadsheets, monitoring trackers, and status reports accurately and on time.
- Check files for completeness and assist in following up on missing information or supporting documents.
- Help maintain orderly and accessible electronic records while protecting confidential employee and business information.

Administrative and Finance Documentation Support

- Assist the administrative team with daily operations and other assigned tasks.
- Prepare, compile, and organize documentation for cash advances, liquidations, and reimbursements.
- Check forms and supporting documents are complete before routing them for review and approval.
- Assist with simple coordination, follow-ups, meeting records, and administrative reports as needed.

QUALIFICATIONS

- Fourth-year college student taking Human Resource Management, Psychology, Business Administration, Office Administration, or a related program and currently completing a required internship or OJT program; or a fresh graduate of a related course who is willing to accept a six-month project-based engagement.
- Basic knowledge of recruitment and general HR processes is preferred.
- Comfortable using Microsoft Office, particularly spreadsheets and shared folders/drives.
- Organized, detail-oriented, and able to manage records accurately.
- Communicates clearly and professionally in writing and in conversation.
- Able to handle confidential information with discretion and integrity.
- Willing to learn, receive feedback, and complete assigned work within agreed timelines.

EXPECTED LEARNING AND WORK OUTCOMES

- Gain practical experience in recruitment coordination and candidate management.
- Develop reliable document filing, data entry, tracking, and administrative support skills.
- Understand professional standards for confidentiality, accuracy, follow-through, and teamwork in an HR setting.

OTHER DUTIES

The HR Intern may perform other related duties that support the objectives of the HR and Administration team. Assignments will be appropriate to the intern's or project-based team member's level of experience and will be completed under supervision.

WORK ENVIRONMENT

- Fully remote, with regular working hours from approximately 3:00 PM to 12:00 midnight Philippine Time (PHT) to maximize overlap with European and U.S. Eastern Time business hours.

Contact (recruiting@trustbridgeglobal.com) to find out more.





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GIVING | IMPACT | GLOBAL