

What is Brown Thomas Arnotts?

- Brown Thomas Arnotts form a part of the Selfridges Group, alongside Holt Renfrew in Canada, Selfridges in the UK and de Bijenkorf in the Netherlands who all lead with luxury shopping experiences.
- BTA was Ireland's top tourist destination for 2019, over the Guinness Store House.
- Over 5000 staff across Brown Thomas, Arnotts and BT2 Stores in Blanchardstown, Dundrum, Limerick, Cork and Galway.

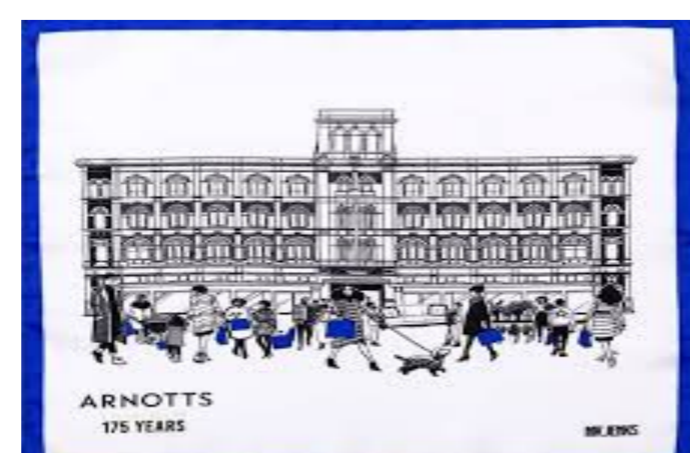


My Duties:

- First point of contact for employees.
- Answering queries and problems daily.
- Administrator access for BASE (communications tool), CoreHR, Core Access and Taleo (job advertisements).
- Posting and managing job advertisements.
- Conducting interviews daily with potential employees.
- Managing Excel spreadsheets for lockers, inductions and contracts.
- Running induction per week and giving training to new employees.
- Stakeholder exposure through weekly vacancy report.

Skills I developed throughout my Internship:

- Communication Skills: I have learned a lot through communicating with my team, employees who I assist and business stakeholders.
- Presentation Skills: I ran the induction for employees joining the company and it is very important to give a professional and informative introduction to the company.
- Attention to detail: Whether it be doing up a contract, a reference or scheduling a meeting for the team I have developed my attention to detail hugely.



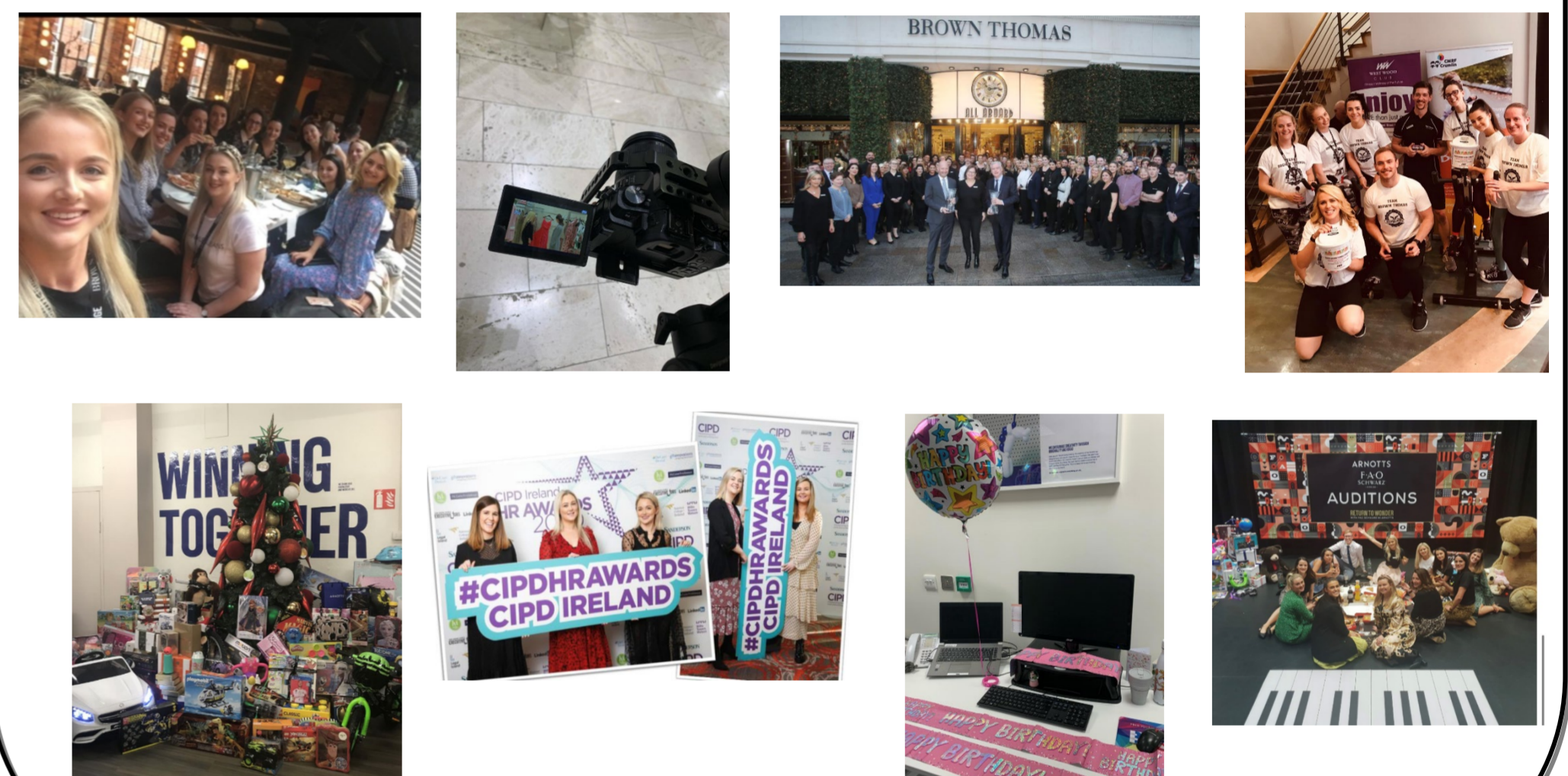
Learning Opportunities:

BROWN THOMAS
ARNOTTS CAREERS

- Exposure to the HR world.
- Experience with conducting interviews.
- Writing letters, contracts and employment verification letters.
- Attending weekly business and team meetings.
- Employment and disciplinary law exposure.
- Onboarding and training experience.

Personal Opportunities:

Some memories I will treasure from my internship at Brown Thomas Arnotts:



My Team:

- HR Director and her administrator.
- Senior Business Partner.
- 4 Business Partners.
- 7 HR Generalists.
- Senior HR L&D Leader.
- L&D Specialist.
- L&D Support.
- IR and ER Manager.
- IS and Data Manager.
- People Analyst.
- Internal Comms Specialist.
- 8 People Support team.



Conclusion:

In conclusion I have gained one-year experience in the HR and L&D world. I was able to work with a big team across Ireland which has improved my confidence in the workplace environment. I would recommend doing an internship year as I will now go into my final year with a bigger drive for success and determination. I hope to achieve a great result to back up the experience I have gained. Overall it was a great year.