



Intern - HR
MINISO BANGLADESH LTD.

Job Category: Human Resources/Recruitment

Job Source: nrbjobs.com

Job Summary

No. of Vacancy: 01

Gender: Any

Career Level: Entry Level

Employment Type: Full Time

Age Limit: 22 to 26 year(s)

Posted On: 1 Oct 2024

Salary: Negotiable

Application Deadline: 29 Oct 2024

Job Description/Responsibility

- Screen resumes and application forms towards the schedule and confirmations of interviews with the candidates.
- Prepare HR-related reports/ HR metrics as needed by HR Manager.
- Participate in organizing company events and cultural activities.
- Assist the HR staff in employee personal filling and its upgrade.
- Helps in payroll tasks, such as maintaining and establishing employee records by assisting with administration during pay periods.
- Update employee databases by entering a new/ existing employee's contact and employment details.
- Assist the HR team members in gathering and preparing store related reports and ensuring necessary documents.
- Assists the HR team in compiling data on market salaries by examining the pay scales offered by comparable organizations and competitors.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Additional Academic Requirements

- Bachelor of Business Administration (BBA)

Experience Requirements

- No experience is required.

Skills Requirements

- Age 22 to 26 years

Work Area

- Applicant should have experience of working in the following category(ies): Human

Resources/Recruitment

Industry Type

- Experience should include the following skills: Manufacturing (Light Industry)