



Intern - PMS & People Development

M & J GROUP

Job Category: Human Resources/Recruitment

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Posted On: 30 Oct 2024

Application Deadline: 28 Nov 2024

Job Context

- M&J Group entered into manufacturing activities in 1965 by establishing a flour milling company. The business horizon gets expanded in 1989 when the garment manufacturing factory was opened. Now with its 8 sister concerns, M&J Group is a leading manufacturer in Bangladesh. The group is producing a wide range of top-quality denim bottoms including some non-denim products. M&J Group aspires to be the leading supplier in the global fashion business by offering the best expertise and knowledge in producing Ready Made Garments.

Job Description/Responsibility

- Assist in preparing performance analysis reports and summarizing feedback for review by senior HR staff;
- Assist in managing the Performance Management System (PMS) timelines;
- Support the coordination of training and development sessions, including scheduling, registration, and logistics;
- Support organizing training materials and other resources required for training programs;
- Collect feedback from training participants, compile data, and provide recommendations for improvement;
- Support internal communication related to performance management and development programs;
- Maintain accurate databases and tracking performance evaluations, training attendance, and development programs;
- Assist in preparing reports on key performance metrics for use by the HR team;
- Help gather and analyze data on training effectiveness and impact on employee performance;
- Assist with preparing presentations, organizing files, and completing other administrative tasks as needed;
- Respond to routine queries related to performance management and training from employees and managers;
- Preparing PR in Oracle for venue, food and beverage, facilitator and other purposes.

Education Requirements

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

Additional Academic Requirements

- Holding a bachelor's degree in any discipline.

Experience Requirements

- No experience is required.

Skills Requirements

- Freshers and Female are highly encouraged
- Proficiency in MS Office (Excel, Word, PowerPoint);
- Analytical mindset with attention to detail;
- Ability to maintain confidentiality and handle sensitive information.

Work Area

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

Industry Type

- Experience should include the following skills: Garments/Textile

Compensation/Benefits

- As per company policy