



Intern - HR  
AKIJBASHIR GROUP

**Job Category:** Human Resources/Recruitment

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Posted On:** 24 Nov 2024

**Application Deadline:** 5 Dec 2024

## Job Description/Responsibility

- Conduct Training Needs Assessment and prepare the yearly training calendar.
- Assist in organizing and coordinating training/ learning sessions.
- Follow up with relevant stakeholders and concerned persons as per the training/ learning sessions as per the checklist.
- Maintain liaison with external stakeholders to carry out different HR projects.
- Carry out any other job as assigned by the supervisor.

## Education Requirements

- Bachelor/ Honors in Human Resource Management.

## Additional Academic Requirements

- Bachelor of Business Administration (BBA) in Human Resource Management

## Experience Requirements

- No experience is required.

## 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)