Intern - HR
SINDABAD.COM LTD.

**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: 20 Dec 2024

## Job Context

- Sindabad.com Ltd. is one of the leading e-Commerce platforms of Bangladesh where you can find anything and everything for your home, office & factory.

## Job Description/Responsibility

- Assist in the recruitment process, including job posting, candidate screening and scheduling interviews.
- Help to coordinate and schedule interviews with hiring manager.
- Support the hiring process by conducting background checks, verifying education, employment history and ensuring compliance with company policies.
- Assist in the onboarding process for new hires, including preparing necessary documents and materials.
- Help to ensure that new hires have a smooth transition into the company by providing information and support as needed.
- Help to maintain accurate records of employee and leave requests.
- Assists in maintaining HR databases such as employee records.
- Help to develop and implement HR programs and initiatives to support business objectives.
- Maintain confidentiality and handle sensitive information with discretion.
- Stay up-to-date on company policies and procedures.
- Attend HR meeting and training sessions as needed.
- Perform other duties as assigned by HR management.
- To carry out any activity given by Managing Director.

## Education Requirements

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

## Additional Academic Requirements

- Bachelor/ Honors, Masters
- Minimum Graduation/ Post Graduation in Business Discipline (Preferably in HRM)

**Experience Requirements**

- No experience is required.

**Skills Requirements**

- Strong written and verbal communication skills.
- Ability to analyze situations and make sound decisions.
- Strong organizational skills to manage HR documentation and processes.
- Ability to build positive relationships with employees, managers and external contacts.
- Must have good knowledge about MS Office Suite (Word, Excel, PowerPoint).
- HR interns should be able to accurately enter data into Excel spreadsheets, manage large datasets and perform data analysis tasks.
- HR interns should be able to use Excel functions such as SUM, AVERAGE and COUNT to analyze data, identify trends and create reports.
- HR interns should be familiar with basic Excel formulas such as IF, VLOOKUP and INDEX-MATCH, as well as more advanced functions like SUMIFS and AVERAGEIFS.
- HR interns should be able to create charts and graphs using Excel's built-in tools, such as column charts, line charts and pie charts.
- HR interns should be able to create and manage pivot table to summarize large datasets and perform data analysis.

## Work Area

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

## Industry Type

- Experience should include the following skills: eCommerce