



HR Intern
SIR JOHN WILSON SCHOOL

Job Category: Human Resources/Recruitment

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Age Limit: 21 to 30 year(s)

Posted On: 24 Nov 2024

Application Deadline: 10 Dec 2024

Job Description/Responsibility

- Assist with HR administration, such as maintaining employee files and updating HRIS records.
- Check the EPI update on personal file.
- Assist with the recruitment process by posting job ads, screening resumes, scheduling interviews, and conducting reference checks.
- Assist with the onboarding process by preparing new hire paperwork, conducting orientation sessions, and setting up new employee files.
- Assist with employee engagement initiatives, such as coordinating events and activities.
- Conduct research on HR-related topics and provide recommendations based on findings.
- Assist with special projects and other tasks as assigned.
- Performs ad hoc tasks as required.

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: Education/Training