



HR - Intern

CITYSCAPE INTERNATIONAL 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: 12 Dec 2024

Job Description/Responsibility

• Responsibilities & Context Position Overview:

- As an HR Intern at Cityscape International, you will be immersed in the diverse functions of our HR department, gaining exposure to various global HR practices. You will support a wide range of activities, from recruitment and talent management to employee engagement and compliance. This role is designed for an individual who is passionate about HR and eager to develop a comprehensive understanding of international HR operations in a world-class organization.

Key Responsibilities: Assist in posting job openings on various job boards and social media platforms.

- Help screen resumes and applications to identify qualified candidates.
- Coordinate and schedule interviews with candidates.
- Assist in the creation of job descriptions and other recruitment materials.

Onboarding:

Onboarding & Employee Support:

- Assist in organizing and preparing onboarding materials for new hires.
- Support the onboarding process, including employee orientation and training sessions.
- Help with new hire documentation and compliance requirements. Potentially up to 12-14 hours some days.

Employee Records & Data Management:

- Maintain and update employee records in HR software and databases.
- Assist in organizing employee files and other HR-related documentation.
- Help track employee attendance, leave requests, and benefits enrollment.

HR Projects & Initiatives:

- Support HR team with various HR projects, such as employee engagement initiatives, surveys, or policy reviews.
- Help gather and analyze data for HR reporting and presentation.
- Collaborate on strategic HR projects, including diversity and inclusion programs, employee well-being initiatives, and performance management processes that span across different regions. Assist in the development and implementation of global HR policies and best practices.

Event Coordination:

Assist in organizing employee events, recognition programs, and HR initiatives across our global network. Coordinate logistics for virtual and in-person events aimed at enhancing team morale and strengthening our

corporate culture.

International Compliance & Policy Adherence:

- Work with the HR team to ensure that all HR activities are compliant with international labor regulations and internal policies. Assist in updating global HR policies and communicating changes to our international workforce.

Education Requirements

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

Additional Academic Requirements

- Currently pursuing a degree in Human Resources, Business Administration, or a related field.

Experience Requirements

- No experience is required.

Skills Requirements

- Communication: Excellent verbal and written communication skills.
- Organizational Skills: Strong attention to detail, with the ability to prioritize and manage multiple tasks effectively. Technical Skills: Proficiency in MS Office (Excel, Word, PowerPoint). Experience with HR software (e.g., HRIS, ATS) is a plus.
- Team Player: Ability to work collaboratively in a team-oriented environment.
- Confidentiality: Ability to handle sensitive information with discretion and professionalism.
- Adaptability: Eagerness to learn and contribute to a variety of HR functions.

Work Area

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

Industry Type

- Experience should include the following skills: Real Estate/Developers