



**Intern - Human Resources**  
CARE NUTRITION LTD. (CNL)

**Job Category:** Human Resources/Recruitment

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Age Limit:** 24 to 30 year(s)

**Posted On:** 18 Dec 2024

**Application Deadline:** 10 Jan 2025

## Job Context

- Care Nutrition Ltd. (CNL) is the Bangladesh subsidiary of Frontier Nutrition, Inc., a U.S. company based in New Haven, Connecticut. We are currently looking for an Intern, Human Resources.

Duration: 3-6 Months

## Job Description/Responsibility

- Conducting recruitment procedure and employee on-boarding
- Reviewing & updating job descriptions for all positions regularly
- Maintaining attendance and leave records Keep track on daily/monthly calendar/ schedule
- Communicating and explaining the organization's HR policies to the employees
- Preparing and submitting all relevant HR letters/documents/certificates/ attendance as per the requirement in consultation with the management
- Handling all employee enquiries & grievances
- Dispute settlements according to labor law, Factory rules & compliance guidelines
- Communicating with the field sales force on a regular basis
- Other tasks assigned by the management

## **Education Requirements**

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

## **Additional Academic Requirements**

- Minimum Bachelor degree in Human Resource Management/ completed all the academic courses of BBA except internship (Major in HR) from a reputed University

## **Experience Requirements**

- No experience is required.

## **Skills Requirements**

- Age 24 to 30 years
- Knowledge in employment law, compensation, organizational planning, recruitment, organization development, employee relations, employee engagement Should have advance verbal and written communication skills in English
- Ability to effectively multi-task in a fast paced & challenging environment.
- Highly computer literate in Microsoft Suite (especially Excel) Honest, ethical, and dependable Expert stress management skills and ability to make important decisions under pressure Attentive listener; understanding, empathetic, and personable
- A proven leader with strong interpersonal skills, keen to motivate and effectively educate and connect department managers and employees regarding all HR matters

## **Work Area**

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

## **Industry Type**

- Experience should include the following skills: Hospital/Diagnostic Center

## **Job Location**

- Anywhere in the country

## **Compensation/Benefits**

- Other benefits entitled as per the company policy.
- Salary: Negotiable