



Intern - Human Resource
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Job Category: Human Resources/Recruitment

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Posted On: 23 Dec 2024

Application Deadline: 21 Jan 2025

Job Description/Responsibility

- Attendance & Leave Management.
- Processing of payroll advice within stipulated time
- Maintaining payroll records
- Timely processing of employee benefits (bonus, leave encashment etc.)
- Follow-up timely disbursement of benefits
- Assist at Onboarding & Off boarding Activity.
- Completing paperwork, final settlement and coordination
- Personal File Management.

Education Requirements

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

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)