



Intern - HR

CITYSCAPE INTERNATIONAL LTD

Job Category: Human Resources/Recruitment

Job Source: nrbjobs.com

Job Summary

No. of Vacancy: 05

Gender: Any

Career Level: Entry Level

Employment Type: Full Time

Posted On: 29 Dec 2024

Salary: Negotiable

Application Deadline: 10 Jan 2025

Job Description/Responsibility

- Assist in recruitment: posting jobs, screening resumes, and coordinating interviews.
- Support onboarding: organizing materials, handling documentation, and orientation sessions.
- Maintain and update employee records and HR databases.
- Assist with HR projects like employee engagement and policy updates.
- Help organize events and ensure compliance with policies.

Education Requirements

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

Additional Academic Requirements

- Bachelor/Honors
- Bachelor degree in Human Resources Management, Business Administration, or a related field.

Experience Requirements

- No experience is required.

Skills Requirements

- Communication Skills: Excellent verbal and written communication.
- Organizational Skills: Strong attention to detail and multitasking ability.
- Technical Skills: Proficiency in MS Office; HR software knowledge (e.g., HRIS, ATS) is a plus.
- Team Player: Collaborative and eager to learn.
- Confidentiality: Handles sensitive information professionally.

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