



Intern - HR Operations

BJIT LTD.

Job Category: Human Resources/Recruitment

Job Source: nrbjobs.com

Job Summary

No. of Vacancy: 01

Gender: Male

Career Level: Entry Level

Employment Type: Full Time

Posted On: 30 Dec 2024

Application Deadline: 14 Jan 2025

Job Context

- **Job Context:** We are looking for a proactive and hard-working team member for the HR Operations Team of BJIT Limited, a Global software development and IT services company created as a joint enterprise between Japanese and Bangladeshi entities.

Job Description/Responsibility

- Work closely with HR Operations & HR Counselling teams
- Preparing files and documents of existing and new resources.
- Managing important files and records of employees.
- Assisting in the management of ID Card and Visiting Card.
- Distribute ID Card and Visiting card to the employees.
- Managing and updating ERP with necessary information and documents.
- Prepare different report as required.
- Fulfilling responsibilities of any project assigned by the supervisor.

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)

Compensation/Benefits

- Remuneration: BDT 10,000 (per month)
- Partially Subsidized Lunch Facilities
- 5 working days (Weekends: Sat & Sun)
- Opportunity to Extensively develop your skills