

“To change one’s life through us”

HR intern

Job Description

- i. Update our internal databases with new employee information, including contact details and employment forms.
- ii. Screen resumes and application forms
- iii. Schedule and confirm interviews with candidates
- iv. Post, update and remove job ads from job boards, careers pages and social networks
- v. Prepare HR-related reports as needed (like training budgets by department)
- vi. Address employee queries about benefits (like number of remaining vacation days)
- vii. Review and distribute company policies in digital formats or hard copies
- viii. Participate in organizing company events and careers days

Working Location:

- Dato Onn, Johor Bahru

HR Intern Requirements:

- i. Bachelor's degree in human resource management or studying toward a degree in human resource management or related field.
- ii. Proficiency in all Microsoft Office applications.
- iii. The ability to work as part of a team.
- iv. Excellent administrative and organizational skills.
- v. Effective communication skills.
- vi. Detail-oriented.