



HR INTERN

Location: B-17, Islamabad, Pakistan

Job Type: Internship, Onsite (Monday to Friday, 10:00 AM – 6:30 PM)

Qualification: Bachelor's in HR, Business Administration, or related field)

Experience: Fresh Graduates

About Us

At IT Solutions Hub 2010 Pvt Ltd, we are committed to building strong, people-focused teams to drive business growth and innovation. As a trusted IT and digital solutions provider, we foster a professional environment that values collaboration, continuous learning, and career development. This internship is designed for fresh graduates who are eager to start their careers in Human Resources by gaining hands-on experience in recruitment, HR operations, and employee engagement.

Position Overview

The HR Intern will support the HR team in day-to-day activities, including recruitment, documentation, onboarding, and general HR operations. This role offers a unique opportunity to learn HR practices in a professional environment and develop essential workplace skills under the guidance of experienced HR professionals.





Key Responsibilities

- Assist in posting job descriptions on different platforms
- Screen CVs and help shortlist suitable candidates
- Coordinate interview scheduling and candidate communication
- Assist in preparing onboarding documents and checklists
- Support HR team in orientation and induction sessions
- Help maintain records during offboarding processes
- Maintain and update employee files under supervision
- Support in preparing basic HR letters and forms
- Ensure confidentiality and accuracy in all HR documentation
- Assist in maintaining attendance and leave records
- Help in HR reporting and data entry
- Support employee engagement initiatives and HR events
- Coordinate with candidates and employees for HR-related queries
- Send reminders for interviews and HR activities
- Act as a support resource for HR and other departments

Required Skills & Qualifications

- Fresh graduate with a degree in HR, Business Administration, or related field
- Basic knowledge of MS Office (Excel, Word, Outlook)





- Strong communication and interpersonal skills
- Eagerness to learn and grow in HR operations
- Ability to stay organized and handle multiple tasks

What We Offer

- Hands-on training and practical exposure to HR operations
- Mentorship from experienced HR professionals
- Career growth opportunities upon successful completion of the internship
- Friendly and collaborative work environment

