**Job Description - HR Intern**

We are looking for an enthusiastic and passionate HR intern to assist our HR department with administrative and other HR-related tasks. The HR intern’s responsibilities would be maintaining the HR absence records, filing HR documents, conducting background checks for the shortlisted candidates, and providing relevant suggestions to improve the HR policies. An ideal HR intern should also be able to draft employee communications regarding policy and procedural changes.

To be successful as an HR, you should always be updated with the developments in the labor legislations to identify how company policies will be affected. In a nutshell, an ideal HR intern should present exceptional administrative and organizational skills.

**HR Intern Responsibilities**

- Updating the databases of the company with new employees' information and employment details.

- Screening various resumes and application forms to identify the suitable candidate for the company’s job vacancies

- Scheduling interviews with the selected interns

- Posting job vacancies to job boards, job portals, and social media.

- Removing the job posts from job boards, job hunt platforms, and social media when the vacancy has been filled.

- Assisting the HR department in gathering the information regarding market salary standards.

- Assisting in planning company events

- Creating and sending job offer or rejects letters/emails to the candidates

- Coordinating new employees orientation

- Replying to employee inquiries related to HR policies, benefits, and other HR-related matters.

**HR Intern Requirements**

- Bachelor’s degree in HR Management or pursuing a course related to HR Management or similar field.

- Prior experience working in an office environment would be of great advantage.

- Prior experience working as a staff assistant or junior HR would be a plus

- Knowledge of labor laws

- Brief understanding of HRIS(Human Resource Information System) software

- Proficiency in MS Office applications

- The ideal HR intern should be a team player

- Strong analytical and problem solving skills

- Exceptional administrative and organization skills

- effective communication skills

- Confident and detail-oriented