St. Joseph's Institution International School

JOB DESCRIPTION

Job Title	**Human Resources Intern**
Reporting to	**Human Resources Manager/ Bursar**
Department	**Central Administration**

Responsibilities

- To support on the recruitment process activities such as placement of job advertisement and screening
- To update, filing and maintain employee's personal information
- Help maintain employee records and HR documentation
- Assisting in the organization and management of relevant events
- Support onboarding and offboarding processes
- Provide general administrative support to the HR team
- To assist in any ad-hoc task assigned by management

Requirements

- Currently pursuing or recently completed a degree in Human Resources, Business Administration, or a related field
- Good communication and interpersonal skills
- Basic knowledge of MS Office (Word, Excel, PowerPoint)
- Organized, detail-oriented, and willing to learn
- Ability to maintain confidentiality