

## HR Intern

### JOB DESCRIPTION

The HR Trainee will be performing any cognate duties and assist the HR Team in any project that may arise.

### Responsibilities:

- Scan and organize documents for HRIS or to place them on SharePoint.
- Review job applications on various portals.
- Coordinate interviews/tests and communicate with stakeholders as required.
- Support HR with administrative tasks and ad-hoc duties.
- Generate HR reports as needed.
- Assist in planning company events and career days.
- Follow organization policies and procedures.

### JOB REQUIREMENTS

#### Qualifications and Experience:

- Minimum BSc in Human Resources or Management.
- Proficient in MS Office.
- Flexible working hours.
- Previous HR internship or specialization is an advantage.

#### Skills

- Detail oriented.
- Must be a team player.
- Desire to learn and expand knowledge base.
- Good interpersonal and communication skills.
- Good Level of written and spoken English and French.