

HR intern

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APAC

HUMAN RESOURCES - HUMAN RESOURCES / Intern / Remote

Responsibility

- Provide full support to recruitment team in various recruitment activities
- HR Perform general duties of administrative work.
- Provide support for daily office operation.
- Responsible for daily clerical support.
- Assist in HR duties if needed.

Requirement

- Diploma holder or above in Business Administration or related discipline.
- Good communication and interpersonal skills to deal with all level of people.
- Detail minded, strong sense of responsibilities, self-motivated, willing to learn and take up
- Able to multi-task effectively in a fast-paced environment.

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