



We are Hiring! Intern - Human Resources

About Us:

The Royal Institute encompasses five schools under the umbrella of "Royal Institute International School" alongside a higher education division known as Royal Institute of Colombo (RIC). Additionally, it includes an online teaching platform named the Royal Institute Smart Academy (RISA), a skills development unit called the Royal Institute Center of Skills (RICS), and a sports complex. With a rich history spanning 50 years, the Royal Institute is celebrated as a pioneer in the education sector, consistently delivering top-notch education to students.

As a Human Resources Intern focusing on Documentation, you will play a crucial role in organizing, maintaining, and improving our HR documentation systems. This internship will provide you with hands-on experience in HR operations, focusing on the creation, management, and optimization of internal documents and records.

At Royal Institute, we are committed to excellence and innovation. With a dynamic team of professionals dedicated to fostering a supportive and productive workplace, we are looking to expand our Human Resources team with a talented and enthusiastic Intern - Human Resources.

Key Responsibilities :

- Assist in the creation and revision of HR documents, including but not limited to employee handbooks, policy manuals, and procedural guidelines.
- Support the HR team in maintaining accurate and up-to-date human resources files and records in compliance with legal and company guidelines.
- Help in documenting HR processes and ensuring that all procedural documentation is clear and accessible.
- Collaborate with HR team members to identify areas where documentation practices can be improved and contribute to the implementation of these improvements.
- Participate in regular audits of HR documents to ensure accuracy and compliance with current laws and regulations.
- Assist in the preparation of reports and presentations related to HR metrics for internal use.
- Provide support in onboarding new employees by ensuring all necessary documentation is completed and filed appropriately.

Qualifications :

- At least Part Qualification in Human Resources Management is essential.
- Strong organizational skills and attention to detail.
- Ability to handle confidential information with discretion.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Prior experience in an office setting or document management is a plus.

Learning Opportunities:

- Gain comprehensive insight into the functions of a dynamic HR department.
- Develop professional skills in organization, administration, and documentation management.
- Network with professionals in Human Resources and related areas.

If you possess strong organizational skills, effective communication abilities, and a commitment to supporting educational leadership, we encourage you to apply for the position of Intern - Human Resources.

At Royal Institute, we are committed to diversity and equal opportunity. We encourage applications from candidates of all backgrounds.

We eagerly anticipate the addition of a skilled and talented individual to our team!

If you are interested in joining our team, please click on the advert where you will be directed to our career's web page job application, and submit your application along with your CV.

Application Process:

Job Application Link:
<https://zurl.to/ZPRD?source=CareerSite>

Careers Email:
carees@royalinstitute.org

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