



# JOIN THE MARKET LEADER



## TRAINEE - HR

**KINDLY SEND YOUR RESUME TO:**  
[careers.healthcare@hemas.com](mailto:careers.healthcare@hemas.com)



### JOB PROFILE

We are seeking a motivated HR Intern to join our team, focusing on the operations side of HR. This role involves supporting HR functions, including employee onboarding, maintaining HR records, and assisting with various HR operational tasks. Ideal candidates are detail-oriented, proactive, and eager to gain hands-on experience in a dynamic environment.

### CANDIDATE PROFILE

The ideal candidate should fulfil the criterion below to succeed.

- An undergraduate in the field of Human Resource Management.
- Possess excellent interpersonal and communication skills.
- Conversant with MS Office - Word and Excel.
- Skilled with attention to details and the ability to manage multiple tasks.
- Innate ability to network well with people.
- 06 months prior experience is preferred.

### MORE INFORMATION:



**+94 11 4766666**

[www.hemashealthcare.com](http://www.hemashealthcare.com)

