

JOIN WITH US

INTERN - HUMAN RESOURCES (HEAD OFFICE)

YOU WILL,

- Maintain personal files in a proper and organized manner.
- Handle and prepare official employee documents.
- Support monthly payment processes.
- Assist as part of EPF/ETF documentation handling.
- Work with HRIS and other relevant systems to maintain employee records.
- Support employee onboarding.

ARE YOU ?

- A fresh graduate/ an undergraduate in bachelor's degree in Business Management, HR.
- Independent and works with minimum supervision.
- A genius in MS Excel and other MS applications.
- A good team player & communicator.
- An inspiring contriver.
- Strong interpersonal skills.

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Come, Grow With Us

hcb
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POWER UP
WITH **hcb**