

WE ARE HIRING

HR INTERN

Key Responsibilities:

- ✓ Assisting in recruitment and onboarding processes
- ✓ Maintaining employee records and HR documentation
- ✓ Supporting daily HR administrative tasks
- ✓ Assisting in coordination of training and staff engagement activities.
- ✓ Handling basic HR-related inquiries from staff

Qualifications & Experience:

- ✓ Currently pursuing or recently completed a Degree/Diploma in Human Resource Management or related field
- ✓ Basic knowledge of HR practices and labor regulations
- ✓ Proficiency in MS Office (Word, Excel, PowerPoint)
- ✓ Good communication and interpersonal skills
- ✓ Strong organizational and time management abilities
- ✓ Ability to maintain confidentiality and professionalism



TO APPLY, PLEASE SEND YOUR CV TO:



Vacancy@nawaloka.com

Subject Line: "Application for HR Intern"



All applications will be treated confidentially.