



<https://dynamics360.net/careers/human-resources-intern/>

Human Resources Intern

Responsibilities

- Update our internal databases with new employee information, including contact details and employment forms.
- Gather payroll data like leaves, working hours and bank accounts.
- Screen resumes and application forms.
- Schedule and confirm interviews with candidates.
- Post, update and remove job ads from job boards, careers pages and social networks.
- Prepare HR-related reports as needed (like training budgets by department).
- Address employee queries about benefits (like number of remaining vacation days).
- Review and distribute company policies in digital formats or hard copies.
- Participate in organizing company events and careers days.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company events.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.
- Prepare Word, Excel and PowerPoint documents.
- Sort incoming resumes and logs them into appropriate tracking spreadsheets.
- Keeps abreast of new developments in the HR field.
- Address queries and issues of workers when required.

Qualifications

- Bachelor's degree in human resource management or studying toward a degree in human resource management or related field.
- Proven experience working in an office environment.
- Familiarity with HRIS (Human Resources Information System) software is advantageous.
- Proficiency in all Microsoft Office applications.
- The ability to work as part of a team.
- Strong analytical and problem-solving skills.
- Excellent administrative and organizational skills.
- Effective communication skills.
- Detail-oriented.

Contacts

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Hiring organization

Dynamics 360

Date posted

March 18, 2022