

WE ARE HIRING!

HUMAN RESOURCES INTERN

RESPONSIBILITIES

- Screen resumes, coordinate interviews, and manage candidate records
- Manage employee on-boarding and off-boarding processes
- Organize and schedule meetings and appointments globally
- Handle visas and work permits for foreign staff.
- Assist in HR administration, including data entry, documentation, organizing office events, engagement activities, and conducting strategic research
- Contribute to and support HR projects as assigned

REQUIREMENTS

- Good command in English (writing, speaking, listening)
- Studying in Business Administration, Human Resources or related fields
- High problem-solving, communication, and interpersonal skills
- Detail-oriented, organized, and service-minded
- Skilled in secondary research and documentation
- Computer literate (MS Offices; Excel, Outlook, Email, and Canva)



Send CV To
Recruitment@andovar.com



For More Information
www.andovar.com