

# 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](mailto:Recruitment@andovar.com)**



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