

Internship – Human Resources



Global Growth

Offices in every 10th country in the world

Experts

23 years in IT with widest portfolio



Relationship

on high level with vendors, clients and employees



Key Responsibilities

- Assist in talent acquisition process such as sourcing and shortlisting candidate profiles
- Coordinate communication and schedule for interviews with candidates
- Update the candidates in the database
- Manage the attendance of employees
- Maintain day to day HR functions

Qualifications & Skills

- Preferably candidate who specialized in Human Resource studies or equivalent
- Good communication skills
- Must be able to commit during the internship period
- Duration: 3 months
- Creative thinking 'outside of the box'

Company Details

- Location: Menara UOA Bangsar
- Business Hours: Mondays to Fridays, 9.00am – 6.00pm
- Internship Allowanc is provided
- Company laptop is provided provided
- Person in Charge: ManShin
- Contact Number: 03 2302 1600
- *Interested students please send your resume to manshin.lok@softlinegroup.com.*

Interested students please send your resume to manshin.lok@softlinegroup.com.