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Human Resources Intern

Description

This position is responsible for supporting the HR department and clients by handling daily administrative tasks, HRIS data entry, personnel file management, and compliance with employment regulations. Responsibilities include onboarding and offboarding, conducting background checks, maintaining organizational charts, and managing employee records. The role involves supporting recruitment efforts by posting job openings, screening resumes, coordinating interviews, and ensuring a positive candidate experience. The position requires the candidate to be a recent HR graduate or currently pursuing a human resources degree, with strong communication, organizational, and multitasking skills, and a high level of confidentiality. Additional qualities include being self-motivated, eager to learn, and maintaining professionalism in all interactions.

Hiring organization

Next Level Solutions

Employment Type

Intern

Date posted

November 15, 2024