

Job Title: Human Resources Intern

Department: Human Resources & Administration

Reporting To: Assistant General Manager(HR & Admin)

Location: Mont Kiara

Allowance: RM1,000 + Food voucher

Job Summary:

We are looking for a highly motivated and enthusiastic HR Intern to join our Human Resources team. This internship provides an excellent opportunity to gain hands-on experience in various HR functions, including recruitment, employee engagement, HR operations, and administrative support.

Key Responsibilities:

- Assist in the recruitment process, including job postings, CV screening, interview coordination, and candidate follow-ups.
- Support onboarding and offboarding processes, including documentation and system updates.
- Help maintain and update employee records and HR databases accurately and confidentially.
- Participate in HR events, staff engagement activities, and internal communication efforts.
- Assist with HRD Corp claim documentations, training logistics, and post-training evaluations.
- Provide general administrative support such as preparing letters, organizing files, and scheduling meetings.
- Assist in compiling and analysing HR metrics and reports as required.
- Contribute ideas to improve HR practices and processes.

Requirements:

- Currently pursuing a Bachelor's degree in Human Resource Management, Business Administration, Psychology, or a related field.
- Strong written and verbal communication skills in English and Bahasa Malaysia.
- Good interpersonal skills and a team player with a positive attitude.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Ability to maintain confidentiality, show professionalism, and handle multiple tasks efficiently.
- Willingness to learn and adapt in a dynamic, fast-paced environment.

Contact:

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