

JOB OPPORTUNITY

HUMAN RESOURCE INTERNSHIP



Type of Vacancy : Full Time

Preferred education level (s) : Degree

Preferred Major (s) : Business

Organization details :

Company : Ads On Marketing Sdn Bhd
Website : <https://adson.com.my/>
Address : 19-2 & 21-2, Jalan Temenggung 23/9, Bandar Mahkota Cheras, 43200 Cheras, Selangor

Job Responsibility :

1. Assisting with the full recruitment lifecycle, including job posting, screening and onboarding processes
2. Providing administrative support for HR-related activities such as personnel file management, payroll processing and benefits administration
3. Participating in the development and implementation of HR policies and procedures
4. Conducting research and analysis to support HR initiatives and projects
5. Collaborating with cross-functional teams to address HR-related inquiries and concerns
6. Gaining exposure to a variety of HR disciplines, including talent management, employee relations and performance management
7. Ad hoc tasks assigned by superior

Job Requirements and Qualifications :

1. Currently pursuing a degree in Human Resources, Business Administration or a related field
2. Strong communication and interpersonal skills, with the ability to interact effectively with employees at all levels
3. Proficient in Microsoft Office suite, particularly Excel and PowerPoint
4. Excellent organizational and time management skills, with the ability to multitask and prioritize effectively
5. Positive, proactive and adaptable mindset, with a willingness to take on new challenges.

Benefits : -

Person-in-charge :

Name : Lenny Lee
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