

We are Hiring Intern – People

Job Responsibilities

1. Updating database by inputting new employee contact information and updating HRIS.
2. Support onboarding.
3. Documentation.
4. Interview Coordination.
5. Support superior.
6. Any other HR Relevant task.

Employment Status: Internship

Educational Requirements

BBA background. Major in HRM. Completed all credit courses only internship pending.

Additional Requirements

- Should know basic Microsoft Office.

Job Location: Dhaka

Remuneration: 7500/=

Please send your updated CV along with cover letter mentioning "**Intern – People**" in subject line at career@paperfly.com.bd within **15th May, 2022**.