

HR Administrator Internship Description

Green School Bali is a progressive, dynamic and wall-less Pre-K to Grade 12 educational institution, located in the lush jungle of Bali, Indonesia.

Internship Description:

We are looking for a personable and highly motivated HR Administrator intern to support the HR Team in day-to-day administrative tasks and activities. If you're ready to kickstart your career in Human Resources and build real-world experience with personnel management and development, this is the internship for you.

Role Description:

Personnel management, includes:

- Documentation, filling and record keeping all HR-related documents
- Assist in updating employee database
- Assist in HRIS "Bamboo HR" data entry (e.g. updating employee information, leave balance records, etc.)

Personnel development, includes:

- Assist in the planning and organizing of employee training and development programs
- Assist in the planning of employee events arranged by HR
- Prepare training and development-related reports as needed
- Assist in screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies
- Organizing interviews with shortlisted candidates

Requirements:

- Willingness to learn new skills
- Detail-oriented
- Able to demonstrate excellent administrative and organizational skills
- Have a basic knowledge of Google tools (i.e. Google Drive, Docs, Sheet, etc.)
- Excellent English and communication skills, both in writing and speaking
- Ability to work independently or collaboratively with the team
- Up to date with recent Indonesian manpower laws and regulations is a plus

Working Hours: 8.30 AM - 4.30 PM | **Duration:** Jan-Jun 2022 | **Wage/Salary:** Paid