

## 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.

The Green School Internship Program provides a supervised and meaningful working experience for Indonesian university students and/or recent graduates. We offer the unique opportunity to learn, share, and connect with our passionate and resourceful community in a safe, wall-less, and natural environment. Interns also get the chance to be directly involved in real projects and exposed to multiple activities around the campus.

Each year, a diverse group of interns comes with their own special set of interests and skills to share, for one full semester. The program is designed for interns to learn, grow, and take action now. Ultimately, interns will walk out with personal and professional growth, a network of like-minded professionals, and a deeper understanding of education, sustainability, and green innovation projects.

### **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.

### **Job Description (a brief overview)**

#### **HR Administration**

- Assist in maintaining accurate and up-to-date employee records, utilizing Google Sheets & HRIS.
- Support HR-related data entry and reporting activities, inclusive but not limited to the hiring database, Training and development report, and personnel report.
- Assist in the preparation and disbursement of HR documents.

#### **Recruitment & Staffing**

- Manage inquiries that require attention from the hiring email, directing them to the HR Supervisor.
- Assist in screening potential employees' resumes and applications to identify suitable candidates.
- Organize interviews with shortlisted candidates.
- Support the onboarding process for new hires, ensuring a smooth transition into the school.
- Supporting interns' engagement and database management.

### ***Training and Safeguarding***

- Assist in planning and organizing employee training and development events arranged by HR.
- Provide support for logistics during training sessions and events.
- Supporting in Safeguarding related activities around the campus
- Assist and communicate with the vendor for the Safeguarding compliance training and documentation

### ***General HR Support***

- Provide general support to HR team members in various projects and tasks.
- Assist in responding to employee inquiries and concerns in liaison with HR leadership.

### **Requirements:**

- Willingness to learn new skills.
- Detail-oriented.
- Able to demonstrate excellent administrative and organizational skills.
- Know how to operate Google and Microsoft Office tools
- Excellent English and communication skills, both in writing and speaking.
- Ability to work independently or collaboratively with the team.
- Being up to date with recent Indonesian manpower laws and regulations is a plus.

**Working hours:** 08:00 AM - 04:00 PM | **Duration:** January 2025 - July 2025

**Please note that this is a non-paid internship; however, a monthly allowance of IDR 500.000 is provided for meal and transport expenses.**