

JOB DESCRIPTION

We are looking for an HR Intern to perform various administrative tasks and support our HR department's daily activities.

HR Intern responsibilities include updating our employee records with new hire information, data verification and making documents electronic. If you're interested in HR and getting a closer look of how our organization approaches payroll, recruitment and employee relations, we'd like to meet you.

Ultimately, you will assist in organizing and coordinating in making HR paperless.

SKILLS REQUIRED

- Personable, able to comfortably and pleasantly deal with a variety of people
- Problem solving capabilities necessary to accomplish the duties and tasks of the position
- Ability to correctly make decisions involving employee issues/ problems including when to escalate the problem to a more senior level
- Exceptional written and oral communication skills
- Excellent organizational and planning skills
- Ability to effectively learn and acquire new knowledge and skills
- Ability to share knowledge and bring creativity in the work process
- Detail oriented Proficient in Word, Excel, PowerPoint, and e-mail

QUALIFICATION REQUIRED

- **Education:** Must have completed BBA-HR / MBA-HR from a reputable institute with good academic background. Candidates in the final semester of MBA-HR are also encouraged to apply.
- **Experience:** Fresh graduates with some prior internship experience can apply.
- **Location:** Head office, II Chundrigar Road, Karachi

Send your resume at hr@charterforcompassion.org.pk clearly mentioning 'HR Intern' in the subject. Only relevant profiles will be contacted.