



## JOB DESCRIPTION

<b>Job Title:</b> Human Resource Intern	
<b>Country/Corporate/Region:</b> Holcim Trading Pte Ltd	<b>Department:</b> Human Resources
<b>Directly reporting to:</b> Head of Organization & Human Resources	<b>Job Type:</b> Full time equivalent

### Role Summary

Support the HR programs and services to the employees in the administrative process of Human resources such as: recruitment, employee life cycle, invoices management, preparing reports and analysis, presentations, dashboard, etc..

Supporting the deployment of HR projects and quality assurance.

### Job Responsibilities

Update policies & procedures of human resources process, and upload on the intranet.

Support the HR communication plan and keep the intranet portal up to date.

Assisting HR managers with the recruitment, hiring, termination, and payroll processes.

Schedule and confirm interviews with candidates

Post, update and remove job ads from job boards, careers pages and social networks

Employer branding activities implementation

Support and coordinate the orientation for newcomers, and internal movements in the organization.

Maintain the files and system updated.

Assisting in the planning of company events.

### Requirements

Bachelor's degree in HRM or studying toward a degree in Human Resources or related field.

Proficiency in Microsoft Office suite.

Must have the ability to work as part of a team.

Excellent administrative and organizational skills.