

Trainee HR

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Company: HR Force International

Location: Lahore

Category: other-general

Responsibilities

Assist with recruitment and onboarding processes, including posting job openings, screening resumes, and scheduling interviews

Support HR team in maintaining employee records and HR databases

Help coordinate employee benefits administration

Assist in HR policy and procedure development and implementation

Provide support in employee relations matters and address employee inquiries

Assist in organizing and coordinating HR events and training programs

Conduct research on HR trends and best practices

Participate in HR projects and initiatives as assigned

#hrforce

Requirements

Current enrollment in a Bachelor's or Master's degree program in Human Resources, Business Administration, or a related field

Strong interest in pursuing a career in HR

Excellent written and verbal communication skills

Proficient in MS Office Suite

Detail-oriented with strong organizational skills

Ability to multi-task and prioritize tasks effectively

Self-motivated and eager to learn

Ability to maintain confidentiality and handle sensitive information

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