

Job Description

Position:	Trainee, Human Resource
Department:	People Planning & Performance Management
Reporting to:	Senior Manager, Talent Acquisition and HRBP
Location:	Headquarter

I. Duties and Responsibilities

❖ Recruiting marketing

- responsible for social media channel performance and campaign.
- responsible for monitoring, evaluating and analyzing people data.
- Helping to organize and promote recruitment events, both online and offline.

❖ Organization Development

- Provide support for maintaining human resources database.
- keep up to date of organization structure.
- Learning how HR data can be used to support strategic decision-making within the HR department and the wider organization.

❖ Data Analysis

- Assisting in gathering HR-related data from various sources, including the ATS, employee surveys, and HRIS (Human Resources Information System).
- Providing administrative support to the HR team.
- Assisting with HR projects and initiatives as needed.
- Assisting in creating charts, graphs, and dashboards to present HR data in a clear and understandable format.
- Other tasks assigned by the line manager.

II. Qualification

- Bachelor's degree in business administration, management, finance or relevant degree.
- Having job experience is advantageous.
- High familiarity with social media, and awareness of designed tools and Microsoft Office 365.
- Technology-oriented individuals.
- Open-minded, learning continuously mindset.
- Be able to go extra mile with tasks such as event management and support.