


# HR Intern

## Zepto Systems

|   |   |                                |
|---|---|--------------------------------|
|  | Total Positions: 3                      | Experience: 1-3 Years          |
|   | Gender: Any                             | Travel Required: Not Specified |
|   | Min Education: MASTERS                  | Job Shift: Morning             |
|   | Career Level: Experienced (Non Manager) | Salary Range: Confidential     |
| Category/Industry: Internship And Fresh Graduate                                  |   | Max Age Limit: 30-45 Years     |
| Posted on: 18 November 2016   |   | Expiry Date: 18 February 2017  |
| Job Type: fulltime  |   |                                |

### Job Description:

We have very exciting JOBS OPPORTUNITIES in our organization at Islamabad office as HR Intern.

### Responsibilities:

- Assist in implementing HR policies and procedures
- Assist with recruitment strategies and events for employment.
- Assist in administrative related tasks
- Manage Inventory Records.
- Be accessible and respond to staff/manager inquiries in a timely manner
- Other duties as assigned.

### Job Skills:

- MBA(HRM) Degree in HUMAN RESOURCE MANAGEMENT
- Capable of WORKING under stressed environment
- Capable to meet the short assigned deadlines.
- Strong organizational and time management skills
- Outstanding oral and written COMMUNICATION skills

### Required Skills:

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