


# HR Internee

## Sablo Studio

	Total Positions: 1	Experience: Not Specified
	Gender: Any	Travel Required: Not Specified
	Min Education: BSC-BA	Job Shift: Morning
	Career Level: Entry Level	Salary Range: Confidential
Category/Industry: Human Resources		Max Age Limit: Not Specified
Posted on: 21 November 2016		Expiry Date: 31 January 2017
Job Type: internship		

### Job Description:

- Ability to learn quickly and follow processes and procedures
- Strong communication, project management and organizational skills required
- Experience with Microsoft Office (Word, Excel, Outlook, Powerpoint)
- Audit new hire and Open Enrollment benefit elections

### Required Skills:

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