



## **Human Resource Trainee**

In this position you have responsibilities to assist HRD Department and your job responsibilities as follows:

- Assistance in administration as doing personal data filling, employee's absent, balance leave, input public holiday and annual leave, etc.
- Assistance in recruitment process as attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites, etc.

With qualifications:

- Fresh graduate or student intern are welcome.
- Willing to learn and have commitment for training/internship.
- Phone skills, interpersonal communication skills, attention to detail.
- Fair in English.
- BEI performance is a plus.