

## **Hays Academy – HR & Talent Acquisition Intern**

### **Your new company**

To support our fast-growing business in Hong Kong, we are now offering the long-term internship program for undergraduate and postgraduate students to join us. Your passion, partnered with our industry expertise, will see you soar professionally and personally in this HR & TA.

### **Your new role**

- Provide administrative support to HR & TA daily operations
- Support staffing duties including onboarding and exit procedures and maintain good records
- Update and maintain accurate employee record in the HR information system and personnel file also with candidate list
- Assist in preparing the email for company benefits or events
- Perform ad hoc tasks assigned by line manager

### **What you'll need to succeed**

You will have strong determination and drive to realise your ambition. We are now seeking individuals with:

- Diploma or above in any disciplines
- Proficient in Word, Excel, PowerPoint
- Good command of both spoken and written English and Chinese, including Cantonese and Mandarin
- Proactive with strong sense of responsibility
- Preferably with at least 2 full days per week

### **How to apply**

If you are interested in this role, please forward your latest CV to [amber.huang@hays.com.hk](mailto:amber.huang@hays.com.hk)