

Internship Opportunity at Human Resources Department

Highlights of the Internship Role:

By supporting event planning and communication initiatives within the Human Resources team, the intern will gain practical exposure to internal engagement activities, creative communication design, and cross-department collaboration. The internship also develops project coordination, problem-solving, and workplace communication skills through hands-on tasks.

- **Event Planning & Execution:** Assist in preparing an end-to-end proposal and execution plan for a small-scale HR event (e.g., Internship Finale), including ideas, scheduling, and coordination.
- **Communication & Engagement Enhancement:** Contribute creative ideas to improve internal communication by exploring new designs, technologies, apps, or tools.
- **Cross-Team Collaboration:** Work with peers, managers, and colleagues across departments to support communication initiatives and engagement activities.

Requirements:

- Preferably majoring in Human Resources or a related discipline.
- Strong interest in event planning, communications, or employee engagement.
- Creative, proactive, and willing to learn new tools or technologies to support communication projects.
- Good organisational and coordination skills, with the ability to follow through on tasks.
- Strong interpersonal skills and comfortable collaborating with different teams and departments.