

JOB HIGHLIGHTS:

Internship in Human Resources and Administrative

We are looking for a young talented intern to be a part of our Human Resources and Administrative team, who is willing to learn new things related with peoples both in HRM/HRD within the hospitality industry.

Qualifications:

- Studying Bachelor's degree in any field.
- Good command of English.
- Can use Microsoft Office (Word, Excel, Power Point)
- Proactive, organized approach to multitasking.
- Good interpersonal skills
- Creative and strong problem-solving skills.
- Task and time management skills.

Things to learn:

- Criteria for Human Resources field in hotel business.
- Task priority and management skill
- Skills in coordinating with various departments.
- Team Working in corporate level
- Document management and filing system.

Responsibilities:

Recruitment & Hiring

- Support to create advertise for job posting (property, corporate office)
- Daily support to operate 'HR Facebook' page.
- Confirm appointment to candidate by e-mail.
- Support to post vacancy through each channel that Kokotel use.
- Corporate with website team to follow up and update 'Recruit' function

Administrative Task

- Support filing and organize employee document with Admin team
 - Organize Staff birth card and voucher in each month
 - Centralize communicate with staff in each department for each activity
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