

## Human Resources Intern

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Company: Business Umbrella

Location: Manama

Category: other-general

We pride ourselves on fostering a collaborative and inclusive work environment where creativity and talent thrive. As we continue to grow, we are seeking a Recruitment Intern to join our HR team and contribute to our success.

### Internship Overview:

As a Recruitment Intern at [CompanyName], you will gain valuable hands-on experience in the field of talent acquisition. You will work closely with our HR professionals to support the recruitment process, from sourcing and screening candidates to coordinating interviews and assisting in onboarding. This internship provides an excellent opportunity to develop your skills in a fast-paced and dynamic corporate environment.

### Key Responsibilities:

**Candidate Sourcing:** Utilize various channels such as job boards, social media, and networking events to identify and attract potential candidates.

**Screening and Shortlisting:** Review resumes and applications to shortlist qualified candidates for further evaluation.

**Interview Coordination:** Assist in scheduling and coordinating interviews, both in-person and virtual, ensuring a seamless experience for both candidates and interviewers.

**Candidate Communication:** Maintain regular communication with candidates throughout the recruitment process, providing updates and feedback.

**Data Management:** Keep accurate and up-to-date records in our applicant tracking

system (ATS) to ensure efficient and organized recruitment processes.

Onboarding Support: Assist in the onboarding process by collecting necessary documents, facilitating orientation sessions, and ensuring a smooth transition for new hires.

#### Qualifications:

Current enrollment in a Bachelor's program with a focus on Human Resources, Business Administration, or a related field.

Strong organizational and multitasking abilities.

Excellent communication skills, both written and verbal.

Proficiency in Microsoft Office Suite.

Enthusiastic and eager to learn about talent acquisition and HR processes.

#### Benefits:

Gain practical experience in the recruitment and HR field.

Work in a collaborative and supportive team environment.

Networking opportunities within the company.

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