
JOB DESCRIPTION

Position	Human Resource Associate/Intern
Department	Human Resource (HR)
Reporting To	HR Manager
Subordinate(s)	--
Shift(s)	--

DUTIES & RESPONSIBILITIES

1. Participate and support day to day HR operations such as recruitment and branding, talent management, compensation and benefits, engagement and relations.
2. Assist to provide thought and solutions in day-to-day people matters and organisation plans.
3. Partake in planning and delivery of best in class HR programs and initiatives to increase the quantity and quality of recruitment channels, opening up new talent pipelines and candidate experience.
4. Champion and incorporate our culture and values in all aspects of our work

ARCHETYPES OF THE SUCCESSFUL CANDIDATE

1. An undergraduate presently pursuing education in Business, HR and/or related fields
2. A hands-on self-starter with strong interest in a AI tech startup environment
3. Strong linguistic skills in written and spoken English
4. Team player with good communication skills to present and interact with various types of personalities
5. This is a three-month traineeship position

HR is a critical keystone to overall organizational success, with a firmly etched belief that “people are an organization’s strongest assets” and a mandate that HR is not just a job but a calling. If you have the desire to excel in a dynamic and challenging environment, you may very well be who we are looking for. Work with great minds, creativity and ingenuity.