

NDB Bank is looking for an **INTERN - HUMAN RESOURCES** Pathway to HR Professional...

We are on the lookout for a smart, dynamic and energetic person to assist with day to day administering of the recruitment function and provide assistance to the team. Will be an ideal opportunity to embark on a career in Human Resources.

Your responsibilities

- Coordinate and communicate with candidates and schedule interviews
- Assist in updating databases and information analytics
- Assist in organizing island wide recruitment drives - logistics, publicity etc
- Conduct online aptitude tests for internal / external candidates
- Track progress of ongoing recruitment process
- Assist in onboarding candidates and making first day experience worthwhile

Your requirements

- Undergraduates and or part qualification in HR from a recognized university / institute
- Be below 26 years of age
- Possess excellent communication and working knowledge in English
- Should be a committed team player
- Attention to detail and be able to work under pressure



Scan the QR code or log in via the below link
to apply on or before **27th March 2022.**

<https://bit.ly/2V5QeDd>

We will correspond only with shortlisted applicants.

"We are an equal opportunity employer"

