

We Are
Hiring

Intern- Human Resources



Job Context

We are seeking a dynamic and motivated HR Intern to join our Human Resources team. The intern will support various HR functions with a primary focus on Talent Acquisition, Organizational Development, Learning & Development and Payroll Operations.

Responsibilities:

- Assist in sourcing, screening, and shortlisting candidates through various channels.
- Schedule and coordinate interviews with candidates and hiring managers.
- Support onboarding activities for new hires.
- Support HR initiatives aimed at enhancing workplace culture and employee satisfaction.
- Participate in designing and implementing employee development programs.
- Co-ordinate training sessions, workshops, and seminars.
- Assist to prepare training materials and maintain training records.
- Assist in payroll operations including data entry, attendance tracking, employee record maintenance, basic reporting etc.

Program Details

Internships:

- 4 months, with potential for conversion to permanent roles.

Selection Process:

- Initial Screening
- Technical Assessment (role-specific)
- Panel Interview
- Final Selection



Qualification

- Minimum graduation degree preferably from Human Resource
- Strong interpersonal and communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Highly organized with excellent time management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint).

 Application Deadline: 12th May 2026

Are you ready for our flagship internship program? If you meet the requirements and are excited to build your career with one of the largest business conglomerates in Bangladesh, please apply following:



[Apply Here](#)

****We are an equal-opportunity employer. We value diversity and encourage applications from all qualified candidates regardless of background.**



Our Newly Launched Flagship Internship Program

   
www.anwargroup.com

