

## **HR Intern at WANDER WOMAN**

### **Responsibility:**

- \* Support recruitment activities, including CV and candidate profile screening
- \* Conduct initial screening interviews and coordinate interview scheduling
- \* Assist with hiring and recruitment-related administrative tasks
- \* Provide HR administrative support across Recruitment, General Affairs, Operations, and People & Culture functions
- \* Manage and prepare payroll-related documents
- \* Process and track employee reimbursement requests
- \* Maintain employee files and HR documentation
- \* Help coordinate internal company events and engagement activities
- \* Support onboarding activities for new joiners
- \* Perform additional HR tasks assigned by the supervisor

### **Qualifications & Requirements:**

- Female candidates are strongly encouraged to apply.
- Bachelor's degree in BBA (HRM based candidates will get priority).
- Strong multitasking and organizational abilities.
- Ability to work effectively under pressure.
- High level of commitment and willingness to go beyond expectations.
- Last semester students/internship-seeking graduates are welcome.

### **Work Schedule & Location:**

- Location: Mohammadpur, Dhaka
- Days: Sunday – Thursday (Weekend: Friday & Saturday)
- Hours: 10:00 AM – 6:00 PM

### **Compensation & Benefits:**

- Salary range: BDT 5,000 - 7,000 (based on experience and qualifications).
- Fully subsidized meals.
- Mobile allowance.

- Travel allowance for official purposes.
- Opportunity to participate in trip-leading training sessions.
- Festival bonus upon confirmation.
- Quarterly performance-based bonuses.



WANDER WOMAN

# We Are Join Our Team Hiring

## HR (INTERN)

Apply through our website or submit your  
resume to [talent@wanderwomanbd.com](mailto:talent@wanderwomanbd.com)

Contact : +880 189015552 / +880 1896015553 <https://hellowanderwoman.com/>