

Tabaq Coffee

Intern-HR

Requirements

Education

- Bachelor of Business Administration (BBA)
- North South University, BRAC University, American International University Bangladesh, Bangladesh University of Professionals, International University of Business Agriculture and Technology students will get preference

Additional Requirements

- Age At least 22 years

Responsibilities & Context

Location: Banani

Duration: 4 Months (with possibility of permanent position based on performance)

Job Responsibility:

- Recheck and verify overtime sheets of all employees.
- Assist in employee engagement events.
- Support attendance tracking and leave management.
- Prepare attendance summary reports.
- Perform any other duties assigned by the HR team.

Skills & Expertise

Communication Microsoft Word MS Excel Proactive and Positive attitude Time Management and Prioritization

Compensation & Other Benefits

What we offer:

- Employee discounts at all our outlets.
- Fully subsidized lunch.
- Hands-on experience in end-to-end HR operations.
- Exposure to recruitment and HR operation processes.
- Opportunity to work in a collaborative and dynamic fast-paced retail business.

Workplace

Work at office

Employment Status

Internship

Job Location

Dhaka (Banani)

Company Information

Tabaq Coffee

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Address:

Tabaq Corporate office Plot #08, Block-E, Road #11/A Banani,Dhaka