

JOB DESCRIPTION

Position Title: HR Intern/Trainee (starting from contract based and will consider as full time permanent)	
Function: Human Resources	Date: May 2019
Reporting Manager: Vice President, Human Resources APAC	Work Location: Hong Kong

Job Summary

The HR Intern will directly assist Vice President of Human Resources APAC with a wide range of projects related to HR data analysis, HR compliance, talent acquisition, employees activities and CSR programs.

Key Accountabilities

- Assist VP HR to analyse the data translating into actionable insights for supporting strategic HR planning;
- Provide regular and adhoc HR reports to VP HR;
- Extend support HRIS and HR database maintainence in APAC at highest standards of accuracy and quality with appropriate controls in place;
- Conduct HR audit to ensure HR process, regulations and employee data maintenance in compliance with the Corporate's standard and local legistration;
- Provide general administrative support to HR operation team; and
- Extend support for coordination of employees activities and CSR programs

Total Number of Subordinates

People Specification

- University graduate or student with specialization in Human Resources Management, Business Administration or Finance is preferred;
- Proactive, quality-driver, resourceful and a good team player;
- Fast learning and ability to prioritize tasks and handle numerous assignments simultaneously;
- Strong in communication and interpersonal skills;
- Proficient IT skills in MS Office applications particular Excel and Powerpoint;
- Good command of spoken and written English and Cantonese

Application Method

- Application by email to hr.hk@verint.com
- Application Deadline is 20 May 2019

Prepared by:	Position Title:
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