

## **Bondstein-HR & Admin, Intern Hiring Form**

### **Bondstein is Hiring!!!**

**Job Title:** HR & Admin-Intern

**Work Type:** Full-Time Internship

**Office Hours:** Sunday – Thursday, 10:00 AM – 6:00 PM

**Allowance:** BDT 7,000 – 10,000

**Location:** Tejgaon Industrial Area, Dhaka

### **Who We Are Looking For**

We are seeking a proactive and enthusiastic HR & Admin Intern to join our team. The ideal candidate is a fresh graduate or a student currently pursuing Honours who possesses strong communication skills, is tech-savvy, and is eager to gain hands-on experience in HR, administration, and finance.

### **Requirements**

- Students currently pursuing or recently completed Honours (fresh graduates welcome)
- Strong communication skills in English (verbal and written)
- Tech-savvy and familiar with basic AI tools
- Proficient in Canva for creating social media content
- Ability to manage finance and administrative tasks

### **Key Responsibilities**

As an HR & Admin Intern, you will support the HR and administration team in the following areas:

- **Hiring:** Assist in the recruitment process, including job postings, shortlisting, and interview scheduling.
- **Onboarding:** Help onboard new employees and ensure smooth integration into the organization.
- **Employer Branding:** Contribute to building a positive employer brand through social media and other channels.

- **Employee Engagement:** Support initiatives to engage and motivate employees.
- **Salary & Accounting Work:** Assist with payroll processing, basic accounting, and financial record-keeping.
- **IT & Admin Support:** Manage office administration tasks and provide basic IT support as needed.

### **What You Will Gain**

- Two weekly holidays (Friday & Saturday) for work-life balance.
- Subsidized lunch.
- Fitness and recreation area, daycare center, and prayer room.
- Practical experience in HR, administration, and finance
- Exposure to recruitment, onboarding, and employee engagement strategies
- Opportunity to work with a dynamic and growing team
- Hands-on experience using AI tools and Canva for professional purposes

**Only shortlisted candidates will be notified and selected for the next step**