

AdPlay is Hiring!

Position: Intern, HR & Admin

Location: Banani, Dhaka

Employment Type: Internship (Full-Time)

Duration: 3 Months

About AdPlay

AdPlay Technology provides **AI-driven Adtech and Martech solutions** that help brands execute intelligent and data-driven digital marketing campaigns. Our expertise spans **Programmatic DSP, Native Advertising, Interactive Ad Development, Marketing Automation, Messaging AI, Gamification Experience, Creative AI, and in-house Trading Desk services**. We empower brands to engage smarter, perform better, and connect meaningfully with their audiences.

Role Overview

The **HR & Admin Intern** will assist in various human resource and administrative functions to ensure smooth daily operations and a positive employee experience. This role is ideal for individuals aspiring to build a career in **HR or administration** within a fast-paced tech environment.

Key Responsibilities

Human Resource Support

- Assist in recruitment processes including job posting, scheduling interviews, and screening resumes
- Support onboarding of new employees and interns (documentation, orientation logistics)
- Maintain and update employee records and HR databases
- Assist in drafting HR documents, policies, and internal communications
- Contribute to employee engagement initiatives and internal events

Administrative Support

- Manage office supplies, equipment inventory, and facility coordination
- Support travel bookings, meetings, and office events
- Assist in filing, documentation, and general office organization
- Handle internal correspondence and respond to administrative queries

Requirements

- Bachelor's degree (BBA) in HRM or a related field
- Strong organizational and time management skills
- Excellent written and verbal communication
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with HR software will be an added advantage
- Proactive attitude and ability to maintain confidentiality
- Keen interest in HR practices within a tech-driven environment

What You'll Gain

- Hands-on exposure to HR and administrative operations
- Experience in a dynamic and innovative tech company
- Mentorship from experienced HR professionals
- Opportunity to contribute to AdPlay's growth and culture

Remuneration: As per company policy

Other Benefits: Fully Subsidized Lunch

 To Apply:

Send your updated resume to **hr@adplay-mobile.com** with the subject line: **“Intern, HR & Admin”**