

JOB DESCRIPTION

Job Title HR Management Trainee	Department Human Resources
Reporting to Senior Manager - HR	Experience eligibility: <1 year

About us

DKMS Asia Private Limited is a service provider for DKMS entities in and outside of India. The organization will be responsible for Marketing and Communication activities: raising awareness, educating and informing the public about the “cause” through online and offline mediums (advertisements in mass media such as print, radio, television, outdoor, etc.) in order to register potential donors (who will be registered at DKMS India). DKMS Asia will also provide Shared Services (HR/Finance/IT/Administration).

Mission: To give as many blood cancer and blood disorder patients as possible, a second chance at life.

Working Hours: 9:30 am to 6:15 pm (Monday – Friday)

Position Summary

The HR Management Trainee program is designed to provide a comprehensive understanding of various HR functions. This program offers hands-on experience in different HR areas, including recruitment, employee relations, performance management, HR analytics, documentation of personal files, training & development, and employee engagement.

KEY RESPONSIBILITIES**Recruitment and Onboarding:**

- Assist in the recruitment process, including job posting, resume screening, and coordinating interviews.
- Support the onboarding process for new hires, ensuring a smooth integration into the company.

Employee Relations:

- Participate in employee engagement initiatives and help organize company events.
- Assist in addressing employee queries and concerns, ensuring a positive workplace environment.
- Assist in conducting employee surveys and analyzing the results to improve workplace satisfaction.

Performance Management:

- Support the performance appraisal process by collecting and organizing relevant data.
- Assist in the development and implementation of employee training and development programs.

HR Analytics:

- Gather and analyze HR metrics to provide insights for decision-making.
- Assist in the preparation of HR reports and presentations for management.

HR Administration:

- Maintain and update employee records in the HRIS (Human Resource Information System).
- Assist in the administration of employee benefits and compensation programs.

- Ensure accurate and timely documentation of personal files, including employment contracts, performance records, and other relevant documents.

Compliance and Policies:

- Assist in ensuring compliance with labor laws and company policies.
- Help in the review and update of HR policies and procedures.

Training & Development:

- Assist in identifying training needs and coordinating training sessions.
- Support the development of training materials and programs.

KEY SKILLS

- Strong interpersonal and communication skills.
- Proactive and eager to learn with a positive attitude.
- Ability to handle confidential information with integrity.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Previous internship or work experience in HR is a plus, but not required.