

Factset Philippines is currently looking for **Human Resources Interns** to start ASAP. Interested students may send their resumes to manila.recruiting@factset.com.

Job Summary:

The responsibility of the HR Intern is to assist in the activities of the Recruitment, Employee Relations or Payroll groups.

Job Requirement:

- Excellent written and spoken communication skills
- Proficient in Microsoft Office Applications (MS Word, Excel, PowerPoint)
- Strong attention to detail and highly organized
- Proactive, outgoing and a fast-learner
- Personal integrity and respect for confidential information
- High level of initiative and ability to work independently
- Willing to have training in Mckinley Hill, Taguig

Job Responsibilities:

I. Recruiting

- Prepare and monitor onboarding documents (HR forms, Government Forms and other Pre-Employment Documents)
- Prepare job offer kits (reproduce government forms, new hire manuals and bank forms)
- Efficient organizing / filing of non-confidential files (201 files)
- Scan pre-employment requirements and employee documents
- Assist in phone screening, test administration and scoring
- Schedule tests and interviews
- Assist with various HR projects and perform other administrative tasks as needed

II. Payroll, Benefits and Employee Relations

- Assist in pay slip distribution
- Consolidation of government numbers
- Organizing, scanning and filing of non-confidential documents