

# Internship Opportunity

## HUMAN CAPITAL INTERN



Slipi, Jakarta Barat

Internship Period: 6 months

### Qualifications:

1. Final year student majoring in Psychology.
2. Able to commit to 6 months or more on a full time basis.
3. Fluent in operating Microsoft Office tools especially Excel.
4. Willing to work from the office in Slipi, Jakarta Barat.
5. Available to start working immediately.

### Responsibilities:

1. Assist in the recruitment and selection process.
2. Support the analysis of job descriptions, organizational structure, training, and other employee development process.
3. Participate in various activities conducted by the internal Human Capital team.
4. Assist in the administration of documents related to Human Capital interests.

### Send your updated CV to:

Email: [recruitment@lautan-luas.com](mailto:recruitment@lautan-luas.com)

Subject: HumanCapital\_Internship

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