

Job Description

Role Profile Title:	Human Resource Intern / OJT	Job Code:	
Job Title: (for use when creating an individual job description)	Human Resource Intern		
Job Family :	Human Resources	LAL Level:	1
Position Reports to:	Bernadatte Sitjar		
BU / Project / Dept.:	One Digital Construction Services /HR /Support		

LEIGHTON ASIA

Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading constructor. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in Hong Kong, Macau, India, Indonesia, Malaysia, Philippines and Singapore. Leighton Asia is headquartered in Hong Kong.

PURPOSE OF THE ROLE (why does the position exist, WITH what objectives)

The role is responsible to support the Shared Services Center under Human Resource Department in driving the HR strategy aligned with business objectives in the designated country; working in conjunction with the specialist HR functions (Performance & Reward, Resourcing and Talent & Development) to deliver HR best practices and commercially focused HR solutions that support the designated areas of the business.

Key working relationships (Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)

PRIMARY AUDIENCE (Internal)	PRIMARY AUDIENCE (External)
<ul style="list-style-type: none"> • 1DCS Team Manager • Human Resource Manager • Specialist in HR Functions • 1DCS Department Managers 	<ul style="list-style-type: none"> • Recruiting agents / head-hunters • Pre-Employment Medical Facility • Life & Medical Insurance Facility • Statutory & Government Agency

Qualification, Experience and Skills (Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)

QUALIFICATIONS	EXPERIENCE
<ul style="list-style-type: none"> • Fourth year college graduating student of any course or HR related field 	<ul style="list-style-type: none"> • Not applicable

BEHAVIOURAL SKILLS

(Refer to Knowledge: Behavioural Expectations for the descriptions of behavioural skills for the role)

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Key Accountabilities *(List all areas of responsibilities, with key tasks and performance metrics defined)*

KEY ACCOUNTABILITIES	KEY TASKS & PERFORMANCE INDICATORS
<p>On boarding</p>	<p>Tasks:</p> <ul style="list-style-type: none"> • Assist in documentation – 201 filing, graduate engineer program • Assist in logistics, scheduling and coordination – graduate engineer program • Assist in calling school institutions for career fair schedules etc. <p>Performance Indicators:</p> <ul style="list-style-type: none"> • Accuracy and timeliness of the given task

Agreed By (please sign when agreeing on this job description):

	Name	Signature	Date
Employee:			
Manager:	Bernadette Sitjar, Human Resources Manager		