

Caucasus International University Human Resource Management Service is pleased to announce the submission of the documents for the position of an unpaid intern.

Main Duties and Responsibilities:

- Participating in production and updating of registers of labor documentation (labor contract, dismissal/appointment orders, business trip, certificate, etc.)
- Assisting planned HR-projects;
- Registration of incoming and outgoing correspondence;
- Implementation of other activities arising from the specifics of the work to be performed.

Main Requirements:

Caucasus International University student;
Fluent in official state language;
Good command of MS Office programs;
Knowledge of English on at least B1 level will be considered as an advantage.

Work schedule: to be agreed

Number of vacant places: 1

Contest stages:

Shortlisting candidates by CV and a cover letter;
Interview.

Important Deadlines:

27 September - Completion of the selection stage;

28 September - Start of internship program;

The duration of the internship is from September 28 to December 28, 2022.

If interested, please send your CV and a cover letter to the following email: career@ciu.edu.ge and indicate: Human Resource Management Service in the subject line of the email.

The deadline for submitting the application documents is September 22, 2022, 18:00.

This program will be administered by Life-Long Learning and Career Development Service and Human Resource Management Service.