



## IHH HEALTHCARE BERHAD JOB DESCRIPTION

Department : Human Resources	
Designation : Intern	
Job Grade : -	
Reporting to : Senior Manager, Organisation Development	
<b>Revision No : -</b>	<b>Revision Date : -</b>
<b>Detail Function / Responsibilities</b>	
HR People Analytics Intern	
<b>Overview:</b>	
<p>IHH Healthcare Berhad is one of the world's largest healthcare networks. We are an international private healthcare group with over 80 hospitals located in 10 countries.</p> <p>We are looking for a talented and motivated intern to join our team, which is willing to learn new skills, understand some of Human Resources (HR) functions especially in People Analytics, as well as able to adopt platforms and technology to integrate analytics into the current work.</p> <p>As an intern, you will be provided hands-on experience in managing data, designing and developing websites and platforms to facilitate projects that are on-going in the People Analytics function. You will also be working closely with the People Analytics team throughout your Internship journey with us in IHH Healthcare.</p> <p>Duration of the internship is 12 months, expected to begin in August 2024.</p>	
<b>Key Accountabilities:</b>	
<ol style="list-style-type: none"><li>1. Manage employee data from across 10 countries within the company, for example data consolidation, data organisation and data management.</li><li>2. Interact with key HR representatives from our markets to request for data and clear any clarifications.</li><li>3. Provide support to the People Analytics team in coordination, document management, roll-out of employee listening survey, etc.</li><li>4. Support in People Insights, such as market research, trend analysis, employee survey analysis, etc.</li><li>5. Manage our internal platforms such as SharePoint and HR Portal, therefore the candidate should be comfortable/ has interest in website development, website and content management.</li><li>6. Other relevant duties as assigned.</li></ol>	
<b>Competencies/Requirements:</b>	
<ol style="list-style-type: none"><li>1. Computer Science / Business Administration / Business Analytics / Human Resources</li><li>2. Skills: MS Office, HTML, SQL, website development/ content creation</li><li>3. Other Attributes: Team player, observant, detailed and creativity is an added advantage.</li></ol>	