



## HR GRADUATE INTERN – INTERNSHIP OPPORTUNITY (01) Re-advertised

**Position:** HR Graduate Intern

**Location:** Greenhill Schools - Buwaate

**Duration:** 4 Months

### About the Internship:

**Greenhill Holdings** is offering a valuable internship opportunity for a passionate and detail-oriented **HR Graduate Intern** to gain hands-on experience in **Human Capital Operations, Administration, and Data Management**.

### Key Responsibilities:

- ✓ Maintain and update employee records and files.
- ✓ Support data collection for entry in the HRMIS system.
- ✓ Assist in various HR administrative tasks as assigned.

### Requirements:

- ✓ A recent graduate (2024–2025) with a degree in Human Resource Management, Business Administration, Organisation Psychology or a related field.
- ✓ Strong organizational and communication skills.
- ✓ Keen attention to detail and ability to handle confidential information.
- ✓ Proficiency in Microsoft Office (Word, Excel, PowerPoint).

### Benefits:

- ✓ Gain **practical HR experience** in a professional setting.
- ✓ Receive **mentorship and career development support**.

### How to Apply:

All qualified and interested candidates should submit the following documents (**merged into one PDF file**).

- Application letter
- CV with three referees

Send applications to [hr@greenhillacademy.ac.ug](mailto:hr@greenhillacademy.ac.ug) by **23rd April 2025, 12:00 PM**.

**⚠ Note:** Fragmented attachments will **not** be considered. Only **shortlisted candidates** will be contacted.

**Kick-start your HR career with us! Apply today!**