



HRBP Internship

CLP

Working Hours

Monday to Friday, 08:45 AM to 05:30 PM

Responsibilities

HR Business Partner

- To shadow the daily work of HR business partners and gain practical job experience and insight from onboarding to offboarding
- To improve HR data management, help maintain and update employee profile for future use. Research and analyse information and data with aims to formulating future HR strategies
- Understand the operations of HR business partners and identify possible enhancement of operations using digital and / or automation tools
- To provide support in staff engagement initiatives, staff communication events and workplace wellness programmes
- Support talent programmes, onboarding activities and meeting coordination when needed

People Services

- Exposure will include two main projects as below
- Design and implement an automated workflow to generate, validate and distribute medical enrollment reports to service providers with minimal supervision
- Email automation for HR processes such as reference checks and helpdesk ticket

Compliance and Employee Relations

- Drive engagement & wellbeing: support design and execution of employee programmes such as town halls, interest classes, sports activities, and focus groups. Creating a positive, vibrant and engaging workplace experience
- Research & innovate: conduct market research and share fresh insights to enhance engagement and wellness initiatives, helping CLP become an even better place to work
- Streamline processes: identify opportunities and develop new solutions to automate event logistics for greater efficiency

Requirements

- Open to Year 2 or Year 3 students from all disciplines, including but not limited to HR, Business, IT, Data, Engineering, and related fields.
- Interest in Human Resources (HR).
- Collaborative, curious, and eager to learn.
- Excellent communication and coordination skills.
- Proficiency in both English and Chinese (spoken and written).
- Highly valued skills: AI tools, automation, Excel, and data analysis.
- Personal attributes: Innovative, proactive, organised, detail-oriented, and analytical.