REMOTE HUMAN RESOURCE INTERNS
SOUTH EAST ASIA CONSULTANCY(SEAC)

ABOUT SEAC

A management consultancy and investment advisory firm working in fundraising, M&A, market entry, AI and automation, and asset sales, with a global team and a flat structure. We also run the South East Asia Chamber of Commerce and support a medical charity .

POSITION OVERVIEW

SEAC is looking for Human resource and recruitment interns to support people operations across SEAC and its charity.Interns will keep recruitment, onboarding and HR administration running smoothly, and support the coordination of volunteers who are central to the charity's work. (**This position is limited to 2-3 interns)**

Employment type: Unpaid(internship)
Location: Remote
Rate: Unpaid(To gain experience)
Schedule:Flexible(5-10 hours per week/ for 3-6 months)

RESPONSIBILITIES

- Recruitment: Draft and post job adverts, screen applications against role criteria, shortlist candidates, and schedule interviews.
- Onboarding: Prepare welcome information, collect required documents, and guide new staff and volunteers through their first weeks.
- HR records: Maintain accurate, up-to-date and confidential employee and volunteer records.
- Volunteer coordination: Support volunteer recruitment, scheduling, communication and record-keeping for the charity.
- General HR support: Help with routine HR administration and communications across SEAC and the charity.

The ideal candidates :

- Highly organised, with strong attention to detail
- Discreet and trustworthy with sensitive personal information
- Clear, professional written communication
- Reliable and able to work independently within limited hours
- Comfortable with everyday digital tools (email, spreadsheets, calendars, online job boards)

How to apply
complete our application form:
https://forms.gle/AMTD2LbPvscdpAkB8
Questions: elliott.gooding@docmartyn.org