



Job Title: HR Intern - HRIS Implementation

Department: Human Resources

Company: GDT - A digital marketing house with offices in Bangkok, Samutsakhon, and Taipei.

About GDT: GDT is a dynamic and innovative digital marketing agency specializing in ecommerce brand building. With offices in Bangkok, Samutsakhon, and Taipei, we foster a collaborative and fast-paced environment where creativity and results are valued. We are committed to online and offline presence growth for our clients. We are a medium-sized company experiencing rapid growth.

Job Summary: We are seeking a highly motivated and detail-oriented HR Intern to play a key role in the implementation of our new cloud-based HRIS (Human Resource Information System). This internship offers valuable hands-on experience in HR technology, process improvement, and the setup of essential HR functions for a multi-location company.

Responsibilities:

- Collaborate with the HR team and software vendor to configure and customize the HRIS system, specifically for leave management, clock-in/clock-out tracking, and payroll processing.
- Assist in data migration, ensuring accuracy and integrity of employee information transferred to the new system. This may include formatting data, cleaning data, and verifying data accuracy.
- Conduct thorough testing of the system to identify and resolve any issues related to functionality, data accuracy, and user experience.
- Develop user-friendly training materials, including guides, FAQs, and potentially video tutorials, to support employees in using the new HRIS across all locations.
- Provide initial support to employees during the transition to the new system, answering questions and troubleshooting basic issues.
- Document system configurations, processes, and any customizations made.

Required Skills and Qualifications:

- Currently pursuing a degree in Human Resources, Business Administration, Information Technology, or a related field.
- Strong attention to detail and a commitment to accuracy.
- Excellent communication and interpersonal skills, both written and verbal.
- Proficient in Microsoft Office Suite, especially Excel.
- Ability to learn new software quickly and effectively.
- Strong problem-solving and analytical skills.

Preferred Skills and Qualifications:

- Experience with HRIS software or other cloud-based applications.
- Basic understanding of HR principles and practices, including leave management, timekeeping, and payroll.
- Familiarity with data management and manipulation.
- Experience working with or understanding the dynamics of a multi-location company.

Compensation and Benefits: Hourly rate of NTD 200.

Location: Taipei office

Duration: 2-4 months

How to Apply: Email your resume and cover letter to em@gdt.asia