



<https://bikitaminerals.com/career/hr-intern/>

HR Intern

Description

An HR intern helps keep the HR department running smoothly by handling routine paperwork, supporting recruitment, and maintaining accurate employee information.

Responsibilities

- Update employee records and internal HR databases.
- Screen resumes and application forms.
- Schedule and confirm interviews.
- Post and remove job ads on job boards and social media.
- Assist with onboarding new hires and preparing offer or rejection letters.
- Help gather payroll, attendance, and leave data.
- Respond to basic employee questions about HR policies and benefits.

Qualifications

- Currently pursuing or recently completed a degree in Human Resource Management, Business Administration, Psychology, Sociology, or a related field.
- Strong organizational and administrative skills.
- Good written and verbal communication skills.
- Basic understanding of labor laws, HR policies, and employee confidentiality.
- Familiarity with Microsoft Office, especially Word, Excel, and PowerPoint.
- Basic knowledge of HRIS, ATS, or resume databases is an advantage.
- Ability to work as part of a team and follow instructions carefully.
- Detail-oriented, reliable, and willing to learn.

Job Benefits

- Monthly production or performance bonuses.
- Mid-year bonus.
- 13th cheque / annual bonus.
- Salary increases or reviewed pay scales for some grades.
- Health or community medical support initiatives, including free medical services in one reported outreach program.
- Recognition rewards for top performers, including prizes and overseas trips for some employees.

Contacts

careers@bikitaminerals.com

Hiring organization

Bikita Minerals

Employment Type

Intern

Beginning of employment

June

Duration of employment

1

Industry

Mining

Job Location

162 Fife Avenue, 00263, bikita, Bikita, Zimbabwe

Working Hours

8

Base Salary

\$ 450 - \$ 1000

Date posted

April 29, 2026

Valid through

07.05.2026