

# Management Trainee/ Intern HR, Talent Acquisition & CSR

## About Us

Join the OXO Tech team! We're a rapidly expanding software company that specializes in bespoke development, resource augmentation, and system integration. With plans to extend our operations into the USA, Canada, UK, Australia, UAE, Singapore, and Nordic regions, we are seeking young and dynamic individuals to be part of our fast-growing team.

## Qualifications

Genuine interest in HR, Talent Acquisition, Career Guidance and CSR related work

Ability to physically visit higher education institutes/ universities to organize Career Guidance/ Talent Acquisition events

Experience in conceptualizing and organizing events

Fluency in verbal and written communication in English

Ability to undertake 6 months full time internship.

## Applicants

Should have the right attitude to work in a fast-growing tech Start-up

Will have to work one day for a week from our office at Colombo 08 & other days to 'Work from Home'

## Scope of Work

Lateral hiring using LinkedIn

Fresh graduate hiring from public and private universities.

Organise career guidance activities within private/ public universities and schools

Liaise with corporate sector to find suitable employment for university graduates

Help youth to identify suitable career paths using a scientific approach (a comprehensive training will be provided)

Produce video documentaries related to career guidance.

Organise webinars with industry experts to educated youth about career opportunities.

Conceptualize and execute CSR activities in line with our corporate strategy.