

Intern HR

Extraordinary Brand Ideas

For A World In Transition



www.spaceandshapes.com

Intern Human Resources

Min. 6 Month of Internship

If you are passionate about people and eager to learn the foundations of Human Resources. If you are motivated to support recruitment, employee engagement, and organizational development in a fast-paced environment. If you have strong communication skills, attention to detail, and the drive to contribute to meaningful HR initiatives that impact both employees and the company's growth. If you are looking for hands-on experience to develop your career in HR, we want to talk to you.

Job Description

1. Assist with end-to-end recruitment activities, including CV screening and headhunting.
2. Conduct observation during interview sessions to support candidate assessments.
3. Conduct candidate interviews under supervision.
4. Contribute to the design of employee development and psychoeducation programs.
5. Learn and support the use of the Human Resource Information System (HRIS).
6. Prepare internal HR-related documents and assist with copywriting needs.
7. Support communication and coordination with external vendors related to HR services and activities.

Requirement

1. Undergraduate (final year) or fresh graduate in Psychology, Human Resources Management, Business Administration, or related fields.
2. Strong interest in Human Resources, especially recruitment, employee development, and HR operations.
3. Excellent interpersonal and communication skills.
4. Organized, proactive, and detail-oriented with the ability to multitask.
5. Previous internship or organizational experience in HR is an advantage.

About us

Space&Shapes is a digital brand transformation agency, here to make an extraordinary difference: for our clients, our partners, and the interconnected world around us.

Data-driven insights and mind-blowing visuals. Business strategy and brand purpose. Expression and experience. Expertise and empathy. We mix the left and right, working together, to go beyond what was expected. We are the scientists and cosmic explorers of internet culture, working to transform brands and businesses, to drive growth.



Intern Graphic Designer

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If you have a refined design eye, and always strive towards excellence in your craft. If you can demonstrate your passion to solve complex communication challenges using visual design in a fast-paced environment and a deep understanding of how to exceed audiences' expectations and engage them on behalf of our clients. If your portfolio showcases strong design and an extensive background crafting intuitive and innovative digital experiences, we want to talk to you.

Job Description

8. Establishes visual design for both visual/graphic under brand value and specific project's strategy, achieve standards by following production, productivity, and quality.
9. Determines the highest quality artistic approach for overall style or tone desired for each project with the creative director and creative team.
10. You have in-depth knowledge of all steps required in the creative process, have excellent design skills, and consistently deliver high-quality design.
11. Monitors the advertising trend, industry, and competitors campaigns by coordinating, tracking with the planning and strategy team, comes out with visual guidance to keep improving content creation and quality results.
12. Ensure that the clients' brief of desired message and the images are conveyed to consumers and achieve business objective through visual

Requirement

6. BFA/BA in Creative Arts, Art Director, Design or related field.
7. Fresh graduates are welcome
8. Inspiring, passionate, deep knowledge and gives special attention to every art detail
9. Active personality
10. Deep understanding of design principles
11. Excellent sense of art and detail
12. Able to work in a team and be an effective communicator, responsible.
13. Good communication skills, to be able to listen to and speak with staff and clients to ensure that they understand employees' ideas and clients' desires for advertisements.

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