

# BOKOMO™

## WE ARE HIRING



### CAREER OPPORTUNITY

At Bokomo Namibia, a joint venture between the Frans Indongo Group (Namibia) and PepsiCo Inc, you get the best of both worlds: an entrepreneur's mindset plus reach and resources through our worldwide network. Bring your unique perspective. Bring curiosity. Bring ingenuity, and drive. We'll give you a platform to be daring.

#### Intern: HR (X2)

Reporting to the **Executive HR**, the position will be responsible for providing day to day administrative support to the Human Resource Team.

#### Key Responsibilities

- **Administrative Support**
  - Assist with filing, scanning and organizing employees' records.
  - Capture / Update HR data on databases.
  - Prepare documents for meetings, interviews and onboarding.
- **Recruitment Assistance**
  - Assist in posting job advertisements.
  - Schedule interviews and communicate with candidates.
  - Help with reference checks.
- **Onboarding Support**
  - Prepare induction packs and documentation.
  - Collect and verify required documents from new hire.
  - Schedule interviews and communicate with candidates.
  - Help with reference checks.
- **Recruitment Assistance**
  - Assist in posting job advertisements.
  - Schedule interviews and communicate with candidates.
  - Help with reference checks.
- **Learning and Development**
  - Shadow Officer: HR or specialist to understand daily operations.

#### Qualification and Experience Required

- Degree in Human Resources

#### Skills and Knowledge

- Efficiency and organizational ability
- Ability to manage multiple projects/deadlines simultaneously
- Strong attention to detail
- Proficiency in MS Office (Word, Excel, Outlook)

**Closing date: 30 May 2025**

**Submit Your Application**  
[hrrnamibia@bokomonamibia.com.na](mailto:hrrnamibia@bokomonamibia.com.na)

