

Founder's Human Resource Analyst

CognaLearn was founded to transform education by helping educators replace lectures with Team-Based Learning. Our award winning www.intedashboard.com online team-based learning platform has been used by professors at institutions globally to deliver engaging collaborative learning experiences that develop the problem solving skills essential to succeed in the workforce. Five years after founding we have validated our product, need and business by delivering the world's best and mostly widely used all-in-one online Team-Based Learning platform. We continue to grow rapidly and are now working to scale our impact.

We are looking for a Human Resource Intern who will be based at our global headquarters in Singapore. The Intern will receive hands-on exposure to the inner workings of an efficient and compact human resource department in a fast-growing EduTech start-up.

What You Will Be Doing

The Intern will be providing support and be involved in the following areas:

1. Conduct an internal training needs analysis
2. Organize training to meet needs using CognaLearn's in-house product - InteDashboard
3. Evaluation impact of training
4. Researching and expanding efforts in external training
5. Assisting in implementing and streamlining day-to-day human resource operations such as recruitment activities, organizing in-house events, grant applications and employee engagement surveys

What You Should Have

1. Organization: Attention to detail across multiple items.
2. Efficiency: Process creation and improvement.
3. Versatility: Switch between different things and adapt to new things.
4. Results: Success and outcome orientation.
5. Communication. Effective written and oral communicator.

How to apply: Send a cover letter and a one-page CV with the subject "Human Resource Intern – [your name]" to careers@cognalearn.com. Please highlight what you can contribute to our team, why you want to work with us and include this paragraph in the cover letter:

"I hereby give consent for my personal data included in my application to be processed by CognaLearn Pte Ltd, whose registered office is 75 Ayer Rajah Crescent #01-01, Singapore 139953 for the purposes of recruitment process for the Customer Advisor, Singapore position under the Personal Data Protection Act of 29.08.1997 (Journal of Laws No. 101, Item 926 as amended)"