



## DIRECTORATE OF INDUSTRIAL LIAISON

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**'SAY NO TO CORRUPTION'**



26-03-2026

**Job Title:** HR Intern – Full Time Position

**Division:** Human Resources

**Company:** FAMCO Associates Pvt. Ltd., A Member Firm of ECOVIS International

FAMCO Associates is looking for a motivated **HR Intern** to support our Human Resources team. This internship offers hands-on experience in core HR functions with exposure to international practices.

**Responsibilities:**

- Assist in recruitment activities, including job postings, screening, and interview coordination.
- Support onboarding and orientation processes.
- Maintain HR records and databases.
- Provide assistance in employee engagement initiatives and HR operations.

**Qualifications:**

- Bachelor's degree (**completed or in progress - must be in last semester**) in HR, Business Administration, or related field.
- Strong communication and organizational skills.
- Proficiency in MS Office.
- Eagerness to learn and pursue a career in HR.

**How to Apply:**

Interested candidates may apply at [hr@famco.com.pk](mailto:hr@famco.com.pk) with "HR Intern" as the subject line.

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