IT Intern

Company: People and Partners Group Company Limited

Location: Accra

Category: other-general

About People and Partners People & Partners Group is a Human Resources Management firm that provides a comprehensive range of HR Solutions with diverse industry consultants and experts from high-end to very technical industries and fast clientele growth across Africa, the Middle East as well as in the US, the UK, and India including the Fortune 500. We give clients access to specialized experts that drive scale, innovation, and speed to market, supporting talent acquisition, retention, and business growth initiatives that advance how companies serve the world. About The Role As an IT Intern at People and Partners Group Limited, you will have the opportunity to gain hands-on experience and exposure to various aspects of information technology. Under the guidance of our experienced professionals, you will contribute to real-world projects and develop valuable skills that will prepare you for a successful career in the IT industry. Key Responsibilities Assist in the installation, configuration, and maintenance of HR software systems, ensuring smooth operation and data integrity. Provide technical support to HR team members, troubleshooting issues related to HR software usage and functionality. Stay abreast of emerging trends and advancements in recruitment technology, providing insights and recommendations for software enhancements or upgrades to drive recruitment outcomes. Assist in the development and delivery of training sessions and materials for recruitment staff on the effective use of recruitment software tools and features. Assist in the documentation of IT processes, procedures, and system configurations. Participate in training sessions and workshops to enhance technical skills and knowledge. Adhere to company policies and procedures regarding IT security and data protection. Perform other duties and tasks as assigned by the Finance and Admin Team.

Requirements Qualification & Skills Currently pursuing or recently completed a degree or diploma in Information Technology, Computer Science, or a related field. Basic understanding of computer software and networking concepts. Strong problem-solving skills and attention to detail. Excellent communication and interpersonal skills. Ability to work effectively both independently and as part of a team. Eagerness to learn and willingness to take on new challenges. Proficiency in Microsoft Office applications (Word, Excel, PowerPoint). Preferably the intern should be living in Accra, Ghana.

0-1 year

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