

◇ **Job Title: HR Intern**

◇ **Job Summary**

We are looking for a motivated and detail-oriented HR Intern to support our Human Resources team in various administrative and operational tasks. This internship offers hands-on experience in recruitment, employee engagement, HR operations, and learning & development.

◇ **Key Responsibilities**

- ✓ Assist in sourcing candidates through job portals and social media
- ✓ Screen resumes and shortlist candidates
- ✓ Schedule interviews and coordinate with candidates
- ✓ Maintain candidate databases
- ✓ Support employee onboarding and documentation
- ✓ Maintain employee records and HR databases
- ✓ Assist in preparing HR-related documents (offer letters, letters, etc.)
- ✓ Help organize employee engagement activities and events
- ✓ Assist in surveys and feedback collection
- ✓ Support internal communication initiatives
- ✓ Assist with day-to-day HR administrative tasks
- ✓ Support HR team in ongoing projects

◇ **Required Skills & Qualifications**

- ❖ Completed a degree in HR, Business Administration, or related
- ❖ Strong communication and interpersonal skills
- ❖ Basic knowledge of HR functions and labor laws (preferred)
- ❖ Proficiency in MS Office (Excel, Word, PowerPoint)
- ❖ Good organizational and time management skills
- ❖ Ability to handle confidential information

◇ **Internship Details**

Duration: 3 months / You will be offered a permanent position in Astravise Service based on your performance during the internship position.

Location: Bangalore

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