



Intern - HR

SHAKTI FOUNDATION FOR DISADVANTAGED WOMEN

Job Category: Human Resources/Recruitment

Job Source: nrbjobs.com

Job Summary

No. of Vacancy: 01

Gender: Any

Career Level: Entry Level

Employment Type: Full Time

Age Limit: Maximum 33 year(s)

Posted On: 11 Dec 2024

Salary: Negotiable

Application Deadline: 25 Dec 2024

Job Description/Responsibility

- Assist in the recruitment process including candidate screening and scheduling interviews.
- Help to coordinate and schedule interview with hiring manager.
- Support the hiring process by conducting background checks, verifying education, employment history and ensuring compliance with company policies.
- Assist in the on boarding process for new hire, including preparing necessary documents and materials
- Maintain confidentiality and handle sensitive information with discretion.
- Stay up to date on company policies and procedures.
- Attend HR meeting and training session as needed.
- Perform other duties as assign by HR management.

Education Requirements

- Masters(Master Degree in any Discipline) completed.

Additional Academic Requirements

- Master of Business Administration (MBA) in Human Resource Management

Experience Requirements

- No experience is required.

Skills Requirements

- Age at most 33 years

Work Area

- Applicant should have experience of working in the following category(ies): Human Resources/Recruitment

Industry Type

- Experience should include the following skills: NGO/Development

Compensation/Benefits

- Weekly 2 holidays
- Lunch Facilities: Partially Subsidize
- Salary: Negotiable