



<https://pixietechnologies.com/join-our-team/hr-internship/>

HR Internship

Description

Selected intern's day-to-day responsibilities include:

1. Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
2. Organizing interviews with shortlisted candidates.
3. Posting/Removing job advertisements to job portals and social media platforms.
4. Preparing and sending offer and rejection letters or emails to candidates.
5. Coordinating new hire orientations.
6. Responding to staff inquiries regarding HR policies, employee benefits.
7. Helping management in drafting HR policies and other Human Resource related documents.

Job Benefits

- Certificate
- Letter of recommendation

Hiring organization

Pixie Technologies

Employment Type

Full-time, Intern

Skills

- English Proficiency (Spoken)
- English Proficiency (Written)
- MS-Office
- Basic computer knowledge

Job Location

Kharkhura Bhaluahi, 823002, Gaya, Bihar, India

Remote work from: India