

Job Description – HR Intern

Job Title: HR Intern

Location: Pune (Hinjewadi Phase 1)

Duration: 3–6 Months

Stipend: As per company policy

Employment Type: Internship

Job Summary

We are looking for a proactive and enthusiastic HR Intern to join our HR team. This internship offers hands-on exposure to recruitment, employee engagement, HR operations, attendance management, HR documentation, and day-to-day HR activities. It is an excellent opportunity for students and fresh graduates who wish to build a career in Human Resources.

Key Responsibilities

Recruitment & Talent Acquisition

- Assist in sourcing candidates through job portals, LinkedIn, and other hiring platforms.
- Screen resumes and shortlist candidates based on job requirements.
- Schedule interviews and coordinate with candidates and hiring managers.
- Maintain candidate databases and recruitment trackers.

HR Operations

- Assist in maintaining employee records and HR documentation.
- Support onboarding and induction activities for new joiners.
- Prepare offer letters, appointment letters, internship certificates, and other HR documents.
- Maintain employee files and ensure proper documentation.

Attendance & Leave Management

- Assist in monitoring employee attendance and leave records.
- Support attendance regularization and maintain attendance reports.
- Coordinate with employees regarding attendance-related queries.

Employee Engagement

- Assist in organizing employee engagement activities, celebrations, and events.
- Support employee communication and internal announcements.
- Help maintain a positive workplace culture.

HR Administration

- Maintain HR reports and trackers.

- Coordinate with different departments for HR-related activities.
- Perform other HR and administrative tasks assigned by the reporting manager.

Required Skills

- Basic understanding of Human Resources concepts.
- Good verbal and written communication skills.
- Basic knowledge of MS Excel, Word, and PowerPoint.
- Strong organizational and interpersonal skills.
- Ability to maintain confidentiality and professionalism.
- Willingness to learn and take initiative.
- Ability to work effectively in a team environment.

Eligibility

- Pursuing or recently completed a Bachelor's or Master's degree in Human Resources, Business Administration (BBA/MBA), Psychology, or a related field.
- Freshers are encouraged to apply.
- HR certification or internship experience will be an added advantage.

What You'll Learn

- End-to-end Recruitment Process
- HR Operations & Documentation
- Employee Onboarding & Induction
- Attendance & Leave Management
- HRMS (Zoho People)
- Employee Engagement Activities
- HR Compliance Basics
- Corporate HR Practices

What We Offer

- Hands-on experience in a corporate HR environment.
- Mentorship from experienced HR professionals.
- Exposure to the complete employee lifecycle.
- Internship Completion Certificate.
- Opportunity for a full-time role based on performance.
- Supportive and collaborative work environment.