

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-internship-at-epochfolio-work-from-home/>

HIRING ORGANIZATION

EpochFolio

EMPLOYMENT TYPE

Intern

JOB LOCATION

? Remote work from: India

HR INTERNSHIP AT EPOCHFOLIO – WORK FROM HOME

DESCRIPTION

Job Role: HR & Talent Acquisition Intern – Work From Home

Company: EpochFolio

Location: Remote / Work From Home

Job Type: Internship

Duration: 3 Months

Stipend: Unpaid

Working Hours: 3–4 Hours Daily

Work Schedule: Flexible

Eligibility: Students, Freshers, and Recent Graduates

Contact Details

Email: ananyakantisarkar22@gmail.com

WhatsApp: 8910810146

About the Internship

EpochFolio is hiring HR & Talent Acquisition Interns. This opportunity is suitable for students and freshers interested in recruitment and HR operations.

Key Responsibilities

- Find candidates through online platforms.
- Screen resumes and shortlist suitable applicants.
- Contact candidates for initial screening.
- Schedule interviews and coordinate with applicants.
- Maintain recruitment records.
- Assist with HR activities.

Requirements

- Students, freshers, and recent graduates can apply.

- Good communication and interpersonal skills.
- Basic knowledge of HR and recruitment.
- Willingness to learn and work independently.
- A smartphone or computer with stable internet access.

What You Will Gain

- Practical recruitment experience.
- Resume screening and interview coordination skills.
- Improved communication and candidate management skills.
- Internship certificate and Letter of Acknowledgment (LOA), subject to company policy and completion requirements.
- Opportunity to handle additional responsibilities based on performance.

Internship Details

- Duration: 3 months.
- Flexible schedule with 3–4 hours of work daily.
- Remote work.
- **Unpaid internship. No stipend is offered.**

How to Apply

Apply through Indeed or send your resume by email.

Email: ananyakantisarkar22@gmail.com

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