WORK VAPOR

Job Link: https://workvapor.in/jobs/hr-internship-work-from-home-job-available-in-india/

HR INTERNSHIP – WORK FROM HOME

HIRING ORGANIZATION

Gumb

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

BASE SALARY

INR 7,000 - INR 10,000

DESCRIPTION

Are you nearing university graduation and looking for your first internship? Interested in international experience with a Swiss-based company? Read on!

About Gumb:
Gumb's app is essential for sports teams, music bands, orchestras, and volunteer groups who meet regularly. Our professional calendar scheduler helps leaders track and members indicate their availability. Our mission: connect team leaders and members efficiently. Discover more about our 100% remote team and our app at www.gumb.app.

Position Summary:
Join us as an **HR Intern** and gain invaluable experience in a dynamic, supportive environment. This role is perfect for those eager to start their career in Human Resources at an international, fast-paced company.

Internship Duration:
3-6 months, starting as soon as possible. When applying, please specify what interests you about working for Gumb AG.

Responsibilities:

- Maintain personnel files and databases.
- Develop a new employment contract template suitable for future employees from India and for international software development roles.
- Assist the CEO with administrative tasks.
- Participate in various projects.
- Monitor employee working hours (Time Tracking) and oversee GitLab activities (developers must comment and maintain their work there).
- Assist with social media activities, writing posts, and possibly creating guides for

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our app users.

Requirements:

- Attention: **Video camera must be ON during working** hours (we use Discord and require cameras to be on as we are remote).
- Adequate **IT equipment** (e.g., headset with a condenser microphone; headphones from your smartphone is not sufficient).
- Currently pursuing or have recently completed a degree in Human Resources, Business Administration, or a related field.
- Excellent communication skills in English.
- Strong organizational skills and the ability to work independently.
- High level of discretion and confidentiality.
- Interest in working in an international environment.

Working Time:
No weekend work. 160 hours per month, 8 hours per day, Monday to Friday.

Salary:
12’000 INR net per month, directly deposited to your bank account.

Application Process:
Apply through Wellfound and ensure to elaborate in the “What interests you about working for this company?” field, explaining why you are the perfect candidate for this position.

? Stay connected! Follow us on LinkedIn and other social media platforms for more exciting job opportunities.

We are excited to hear from you!