

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-recruiter-hr-executive-freshers-work-from-home/>

HIRING ORGANIZATION

MAION AI Digital Technology Solutions

EMPLOYMENT TYPE

Intern

DATE POSTED

? October 11, 2026

JOB LOCATION

? Remote work from: India

HR RECRUITER / HR EXECUTIVE – FRESHERS WORK FROM HOME

DESCRIPTION

Job Role: HR Recruiter / HR Executive – Fresher Internship

Company: MAION AI Digital Technology Solutions

Work Mode: 100% Work From Home

Location: Pan India

Job Type: Full-Time

Experience: Freshers / 0–1 Year

Department: Human Resources

Qualification: Any Bachelor's Degree

Eligibility: Freshers and Recruitment Interns

Contact Details:

WhatsApp Only: 8940594572

MAION AI Digital Technology Solutions is hiring freshers for **HR recruitment and HR operations**. The position is fully remote and open across India.

The work includes candidate sourcing, screening, communication, interview coordination and follow-ups. Recruitment internship experience is also accepted.

Key Responsibilities

- Source candidates through job portals, LinkedIn, WhatsApp and social media.
- Screen resumes and explain openings.
- Coordinate interviews and follow-ups.
- Maintain candidate and recruitment records.
- Post vacancies and support onboarding.
- Track applications and prepare basic updates.

Required Skills

- Good communication and coordination skills.
- Basic HR and recruitment knowledge.

- Basic MS Excel or Google Sheets.
- Comfortable with email, LinkedIn, WhatsApp and job portals.
- Good follow-up and time-management skills.
- Ability to work independently.
- Willingness to learn.

Eligibility

- Any Bachelor's degree.
- BBA, MBA HR, B.Com, B.Sc, BA, BCA and B.Tech candidates can apply.
- Freshers are welcome.
- Recruitment internship experience is also accepted.

Work From Home Requirements

- Laptop or desktop.
- Stable internet connection.
- Smartphone.
- Quiet workspace.
- Basic computer knowledge.

How to Apply

Apply through **Indeed** with your updated resume.

For application-related communication, WhatsApp **8940594572** and mention “**HR Fresher**”.