

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-recruiter-intern-talent-acquisition-hiring-internship-program/>

HIRING ORGANIZATION

Individual

EMPLOYMENT TYPE

Part-time, Contractor, Intern

JOB LOCATION

Goregaon, Mumbai, India

DATE POSTED

? April 5, 2026

HR RECRUITER INTERN – TALENT ACQUISITION HIRING, INTERNSHIP PROGRAM

BASE SALARY

INR 5000 - INR 10000

DESCRIPTION

Work Mode: Goregaon, Mumbai – On-site

Duration: 3–6 Months Internship

Stipend: ₹5,000 – ₹10,000 per month

Working Days: Monday to Saturday

Timing: 10:00 AM – 7:00 PM

Contact Details:

WhatsApp: 9152407978

This internship is about helping in hiring and recruitment work. You will support the HR team in finding and managing candidates. It is a good start for anyone interested in HR career.

Recruitment Tasks

- Source candidates from job portals and social media
- Screen resumes and shortlist profiles
- Take initial phone interviews
- Schedule interviews with clients

Coordination Work

Individual

- Follow up with candidates
- Maintain candidate records
- Support daily HR activities
- Help in smooth hiring process

Basic Requirements

- Graduate or pursuing graduation
- Good English and Hindi communication
- Basic knowledge of MS Excel and Word
- Interest in HR and recruitment

Perks & Learning

- Hands-on HR experience
- Exposure to hiring process
- Chance of full-time opportunity

Simple communication and interest in HR will help you learn quickly.

How to Apply

Send your CV on WhatsApp: 9152407978

Contact HR for more details.