

WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-recruitment-intern-screening-and-interview-tasks/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Jakarta, India

? Remote work from: India

DATE POSTED

? April 14, 2026

VALID THROUGH

2027-02-14

HR RECRUITMENT INTERN – SCREENING AND INTERVIEW TASKS

DESCRIPTION

Viction.id

Location: Jakarta

Work Mode: Hybrid (3 Days Office + 2 Days Home)

Duration: Minimum 3 Months

Type: Internship (Unpaid + Performance Bonus)**

Contact Details:

WhatsApp: 08895753618

Email: recruitment@viction.id

About This Internship

This is a **basic HR internship** where you will learn how hiring works. Work is simple and you will get **real experience in recruitment**. Good option for students or freshers who want to start career in **Human Resources**.

Responsibilities

- Help in **candidate searching** from job portals
- Do **CV checking and shortlisting**
- Take **basic first interviews**
- Schedule interviews with team
- Update **candidate data and records**
- Support small **HR tasks**

Eligibility

- **College students or fresh graduates (2025/2026)**
- Interest in **HR field**
- Basic communication skills
- Ready to work for **3 months**

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- Comfortable with **hybrid work**

Benefits

- Learn **real recruitment process**
- Get **practical HR experience**
- Performance-based bonus
- Internship **certificate after completion**

How To Apply

Send your CV on WhatsApp or Email with proper subject format.

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