

WORK VAPOR

Job Link: <https://workvapor.in/jobs/human-resource-intern-paid-internship-remote-hybrid-396549/>

HIRING ORGANIZATION

Trimus HR Solutions

EMPLOYMENT TYPE

Intern

JOB LOCATION

Delhi, India

? Remote work from: India

HUMAN RESOURCE INTERN – PAID INTERNSHIP | REMOTE / HYBRID

BASE SALARY

INR 6000 - INR 10000

DESCRIPTION

Human Resource Intern – Paid Internship | Remote / Hybrid

Company: Trimus HR Solutions

Position: Human Resource Intern

Location: Work From Home / Hybrid, Delhi / NCR

Duration: 3 Months

Stipend: ₹6,000 per month

Employment Type: Internship

Contact: +91 8076302967

Email: shreya@trimushr.com

Trimus HR Solutions is hiring **Human Resource Interns** for a 3-month internship. This is a hands-on HR opportunity for students and fresh graduates. You will learn recruitment, talent acquisition, employee coordination, and HR operations.

Working Hours

- 10:00 AM to 7:00 PM
- 5.5 days working

Key Responsibilities

- Source and screen candidate profiles
- Coordinate interviews with candidates and hiring managers
- Update recruitment databases and trackers
- Post job openings on different platforms
- Conduct initial telephonic screening
- Support onboarding and documentation
- Prepare daily and weekly recruitment reports
- Assist with HR administrative tasks

Eligibility Criteria

- Pursuing or recently completed BBA, MBA, B.Com, M.Com, or related courses
- Strong communication skills
- Good interpersonal skills
- Basic knowledge of MS Office
- Familiarity with online recruitment platforms
- Self-motivated and willing to learn

Internship Perks

- Certificate
- Report to founder
- Job offer opportunity

How to Apply

Interested candidates can send their CV through email.

Contact Person: Shreya

Contact No.: +91 8076302967

Email: shreya@trimushr.com