WORK VAPOR

Job Link: https://workvapor.in/jobs/part-time-hr-intern-job-posting/

PART-TIME HR INTERN – JOB POSTING

DESCRIPTION

Job Role: Part-Time HR Intern – Job Posting | Work From Home

Company: HINDCO Consulting Services
Posted By: Hindco Recruitment Consultants
Industry: Recruitment / Staffing
Job Type: Part Time | Temporary/Contractual | Work From Home
Experience: 0–1 Year
Salary: Not Disclosed
Work Location: Remote
Hiring Office: Mumbai
Openings: 1
Education: Any Graduate
Laptop: Required
Broadband Connection: Required

Contact Email: resume@hindco.com

HINDCO Consulting Services is hiring a Part-Time HR Intern for work-from-home recruitment support. The company works on hiring for IT and non-IT sectors and handles recruitment across India.

The intern will mainly work on understanding job descriptions and posting job advertisements on job portals and social media platforms. Good communication skills and a personal laptop with a broadband connection are required.

Key Responsibilities

- Understand job descriptions before posting.
- Post job advertisements on job portals.
- Manage job advertisements on recruitment platforms.
- Post suitable hiring updates on social media.
- Support basic HR and recruitment activities.

Requirements

HIRING ORGANIZATION

HINDCO Consulting Services

EMPLOYMENT TYPE

Intern

DATE POSTED

? September 29, 2026

JOB LOCATION

? Remote work from: India

- Good verbal and written communication skills.
- Personal laptop is required.
- Broadband internet connection at home is required.
- Interest in HR and recruitment is preferred.
- Freshers can apply.

Company Work Areas

- IT Recruitment
- Non-IT Recruitment
- FMCG
- Pharma
- NBFC
- Executive Search
- Talent Acquisition

Skills

- Human Resources
- Recruitment
- Job Posting
- Hiring
- Sourcing
- Talent Acquisition
- Communication Skills
- HR Internship
- Back Office
- Work From Home

How to Apply

Send your resume to:

Email: resume@hindco.com