

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/part-time-hr-intern/>

## PART-TIME HR INTERN

### DESCRIPTION

**Job Title:** Part-Time HR Intern

Assist with job postings, manage advertisements on portals and social media, all from home.

**Organization:** HINDCO Consulting Services

**Location:** Remote (Hiring office in Mumbai, all areas)

**Employment Type:** Part-time, Temporary / Contractual

**Salary:** Not Disclosed

**Contact:** Email – [resume@hindco.com](mailto:resume@hindco.com)

### About Company

HINDCO Consulting Services is a leading executive search and recruitment firm, providing placements across IT and Non-IT sectors including FMCG, Pharma, and NBFC industries. They offer pan-India opportunities for fresh graduates and interns.

### Role Overview

The HR Intern will assist in posting job advertisements, managing job portals, and supporting recruitment activities under the guidance of the HR team. The role is fully remote, enabling flexible work from home.

### Key Responsibilities

- Understand job descriptions and post them on job boards and social media
- Manage job advertisements on portals
- Support recruitment and sourcing activities
- Assist in HR-related administrative tasks

### Requirements

- Any graduate (UG)
- Excellent verbal and written communication skills
- Personal laptop and reliable internet connection
- Fresher or 0–1 years experience

### HIRING ORGANIZATION

HINDCO Consulting Services

### EMPLOYMENT TYPE

Part-time, Contractor, Temporary

### JOB LOCATION

India

? Remote work from: India

### DATE POSTED

? March 25, 2026

**Preferred Skills**

- HR basics, recruitment, internship, talent acquisition, onboarding support
- Knowledge of job posting platforms and social media marketing for recruitment

**Working Schedule**

- Flexible WFH schedule
- Part-time commitment

**How to Apply**

Send your resume to: [resume@hindco.com](mailto:resume@hindco.com)