WORK VAPOR

Job Link: https://workvapor.in/jobs/part-time-hr-internship-work-from-home-380221/

PART-TIME HR INTERNSHIP WORK FROM HOME

DESCRIPTION

HR Intern

Company: HINDCO Consulting Services

Posted by: Hindco Recruitment Consultants

Work Mode: Remote

Job Type: Part-Time

Employment Type: Temporary / Contractual

Contact Email: resume@hindco.com

HINDCO Consulting Services is hiring for a Part-Time HR Intern role. This is a work from home opportunity and is suitable for freshers or candidates with up to 1 year of experience. The hiring office is in Delhi/NCR, but the role itself is remote.

The role mainly focuses on job posting and handling job advertisements on different platforms. It is a good entry-level opportunity for candidates who want to start in HR, recruitment, or talent acquisition.

Job Overview

The selected candidate will work on understanding job descriptions and posting openings on job boards and social media platforms. You will also manage job advertisements on job portals.

Key Responsibilities

- Understand job descriptions before posting openings
- Post job advertisements on job boards
- Share job posts on social media platforms
- Manage job advertisements on job portals

HIRING ORGANIZATION

HINDCO Consulting Services

EMPLOYMENT TYPE

Intern

JOB LOCATION

? Remote work from: India

- Support basic recruitment-related coordination work

The company is looking for candidates with good communication skills in both verbal and written form. Since this is a work from home role, a personal laptop and a broadband connection at home are mandatory.

Eligibility / Requirements

- Any graduate can apply
- Freshers are welcome
- Good verbal and written communication skills
- Personal laptop is mandatory
- Broadband internet connection at home is mandatory

This role can be useful for candidates from BBA, B.Com, BMS, or similar backgrounds who want to build a career in HR, recruitment, job posting, onboarding, or talent acquisition.

How to Apply

Interested candidates can send their resume to:

resume@hindco.com