

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-hr-internship-college-students-can-apply-375415/>

HIRING ORGANIZATION

Cook N Klean

EMPLOYMENT TYPE

Intern

JOB LOCATION

? Remote work from: India

REMOTE HR INTERNSHIP | COLLEGE STUDENTS CAN APPLY.

BASE SALARY

INR 1200 - INR 6000

DESCRIPTION

Human Resource Intern

Company: Cook N Klean

Work Type: Remote

Employment Type: Internship

Duration: 45 Days

Working Hours: 3–4 Hours Flexible

Working Days: Monday to Saturday

Stipend: ₹1,200 – ₹6,000+ based on performance

Contact Email: chandilpragati418@gmail.com

Contact Number: +91 6267024245

Cook N Klean is hiring Human Resource Interns for a remote internship. This is a short internship with flexible hours. College students and fresh graduates can apply.

You will support basic HR work. You will help in sourcing candidates and scheduling interviews. This role is good for learning recruitment work from start to finish.

Responsibilities

- Source potential candidates.
- Screen applications.
- Draft job descriptions.
- Publish job posts.
- Coordinate interviews.
- Schedule interview calls.
- Maintain applicant records.

- Update candidate details.

What You Will Learn

- Recruitment lifecycle management.
- Resume building tips.
- LinkedIn profile optimization.
- Networking on LinkedIn.
- Offer letter drafting.
- Formal email communication.

Perks

- NSE-certified finance webinar access.
- Completion certificate.
- Letter of recommendation.
- Appreciation certificate.

Eligibility

- College students can apply.
- Fresh graduates can apply.
- HR background is preferred.
- Good communication skills are required.
- Strong interpersonal skills are needed.
- Interest in learning HR work is important.

Interested candidates can send their resume by email or contact on WhatsApp.

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