

WORK VAPOR

Job Link: <https://workvapor.in/jobs/remote-hr-internship-female-freshers-2025-passout-hr-recruiter-intern-wfh-orcapod/>

HIRING ORGANIZATION

Orcapod

EMPLOYMENT TYPE

Full-time, Part-time, Contractor, Intern

JOB LOCATION

INDIA

? Remote work from: INDIA

DATE POSTED

? December 12, 2025

REMOTE HR INTERNSHIP – FEMALE FRESHERS – 2025 PASSOUT | HR RECRUITER INTERN, WFH | ORCAPOD

BASE SALARY

INR ?8,000 - INR 10,000

DESCRIPTION

Company: Orcapod

Position: HR Intern (Females – Freshers – 2025 Passout)

Industry: IT Services & Consulting

Location: Remote (Work From Home – Fully Remote)

Employment Type: Full Time, Permanent

Salary: Training: ?1,000 + Certificate | After Training: ?8,000 stipend + ?500 SIM reimbursement

HR Contact: 6362562068

Email: mamatha.b@orcapod.work

Responsibilities

- Source & screen candidates via job portals (Naukri, LinkedIn, etc.)
- Conduct telephonic screening & schedule interviews
- Maintain candidate database & prepare daily reports
- Coordinate with hiring managers for follow-ups

Required Skills

- Strong communication & interpersonal skills
- Basic knowledge of recruitment process (training provided)
- Good time management & learning mindset
- Confident interaction with candidates at all levels

Eligibility – 2025 Passouts

- Qualification: BCom/BA/BSc/BTech/MCA/MBA HR
- Minimum 70% in 10th, 12th & Graduation
- Good communication skills
- Must be available for full-time internship (Remote)

Eligibility – Experienced Women (Career Gap Allowed)

- From small/Tier-2/3 cities or 100+ km from Tier-1 cities
- Career gap up to 4 years allowed
- Minimum 1 year experience in office work/recruitment
- 65% minimum marks in 10th, 12th & Graduation

Benefits

- 100% remote work
- HR Training certification
- Practical experience in recruitment
- Supportive team & career growth

How to Apply

Send your resume or contact on WhatsApp at **6362562068** or email at mamatha.b@orcapod.work