

Job Title : Talent Aquisition Intern

Location - Mumbai

Position Type - Full time

About the role

We are seeking a motivated Talent Acquisition Intern to join our Human Resources team. This internship offers hands-on experience in recruiting and hiring processes within a dynamic and fast-paced environment. The ideal candidate is eager to learn, detail-oriented, and possesses strong communication skills.

Key Responsibilities:

- Assist in sourcing candidates through various channels (online job boards, social platforms, networking, etc.)
- Review resumes and applications to screen candidates and provide shortlists to hiring managers
- Coordinate interviews and manage interview schedules
- Assist in drafting job descriptions and job postings
- Help maintain our applicant tracking system (ATS) and other HR databases
- Participate in employer branding initiatives
- Support in organizing career fairs and other recruiting events
- Contribute to various HR projects and initiatives as needed

Required Qualifications:

- Currently enrolled in a Bachelor's or Master's program in Human Resources, Business Administration, Psychology, or related field
- Strong interest in pursuing a career in Human Resources or Talent Acquisition
- Excellent verbal and written communication skills
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Ability to maintain confidentiality and handle sensitive information with discretion
- Detail-oriented with strong organizational skills

About Us

Apport Software Solutions Private Limited is a dynamic and innovative SAAS-based product company offering conversational commerce and empowering global brands with scalable personal commerce and relationship-led sales on WhatsApp. Started in 2017 with a vision of enabling global brands to win more customers using simple yet robust technology on mobile, today we have over 7000+ customers across 140+ countries using our technology to grow digitally. Backed up by investors from Silicon Valley, Info Edge Ventures, and BEENEXT Asia, we are headquartered in Mumbai, India.

QuickSell:

QuickSell is a sales acceleration commerce suite started in 2017 with the vision to empower businesses to translate conversations into conversions on customer-first channels like WhatsApp through assisted personal commerce. Today over 7000+ businesses from 109+ countries all over the world use QuickSell to accelerate the process of sharing complete and accurate product information with customers and various business stakeholders with objectives like dynamic product showcase and ordering booking over WhatsApp. For more details, check out our website: <https://quicksell.co/>

DoubleTick:

DoubleTick is a mobile-first conversational CRM built on top of WhatsApp Business API to unlock WhatsApp's marketing and sales capabilities. It offers top-notch features, including a central team inbox, bulk broadcasting and analytics, bot studio, commerce and cataloging, chatbots, and role-based access. For more details, check out our website: <https://doubletick.io/>

Some of the brands powered by DoubleTick include GRT Jewellers, Raheja Developers, Sabyasachi, Tarun Tahiliani, ICRA, BVC Logistics, RS Brothers, Manepally Jewellers, Tupperware, Birla Brainiacs KGK Group, Walking Tree, CKC Group, Malabar Diamonds and Gold, BVC Logistics, Emerald India, Prima Art, Siroya, SabyaSachi, etc.