

## **People Experience Intern Founder Office@Seekho**

We're looking for a People Experience Intern to support key people operations and culture initiatives at Seekho. This role sits within the Founder's Office and offers exposure to hiring, onboarding, and employee experience in a fast-paced environment.

### **Key Responsibilities**

- Coordinate interviews and manage candidate communication.
- Support onboarding: documentation, induction, and new-joiner experience.
- Assist with employee engagement and culture activities.
- Maintain employee records, trackers, and people ops documentation.
- Draft internal communication and support daily people processes.

### **Requirements**

- Strong communication skills and a people-first mindset.
- Organised, detail-oriented, and proactive.
- Interest in HR, People Ops, or workplace experience.
- Ability to thrive in a fast-paced, high-ownership environment.

### **Why Seekho?**

- Work closely with the Founder's Office.
- Learn end-to-end People Ops and Employee Experience.
- High ownership, fast learning.
- Opportunity for full-time conversion based on performance.