



Job Title: Management Trainee, HR

Location: Bangalore, India

Reports to: Talent Acquisition Leader

About Embark:

Embark is a specialized consulting and execution platform designed to help global enterprises build, scale, and evolve Global Capability Centers (GCCs) in India. We offers a comprehensive, end-to-end solution that addresses every critical stage of a GCC's lifecycle—from strategy and setup to long-term transformation. Founded by experienced practitioners with deep domain expertise and ably sponsored by Embassy Group, Embark was created to fill a critical gap in the GCC landscape. Our comprehensive solution spans the entire lifecycle of a GCC—from strategic setup to long-term transformation. Founded by experienced practitioners, Embark eliminates advisory fragmentation and executional friction by offering an integrated model across strategy, compliance, operations, talent, and culture.

Role Overview:

As an HR Intern at Embark, you will have an exciting opportunity to gain hands-on experience in Talent Acquisition, Recruitment and Sourcing. You will work closely with our HR team to source, screen, and onboard top talent for our rapidly growing organisation. Your key responsibilities will include:

Key Responsibilities:

- Utilizing various recruitment channels to attract and engage potential candidates
- Researching, market intelligence of skill mapping and availability of talent pool
- Collaborating with hiring managers to understand their recruitment needs and develop job descriptions.
- Conducting initial interviews and assessments to identify qualified candidates.
- Coordinating and scheduling interviews between candidates and hiring managers.
- Assisting in the onboarding process for new hires to ensure a smooth transition into the company.
- Providing support in various HR projects and initiatives to contribute to the overall success of the team.

If you are passionate about talent acquisition and making a positive impact within a dynamic company, then this internship is the perfect opportunity for you. Join us at Embark and help us build a talented and motivated team!

Required Qualifications:

- The applicants must be BBA/B.Com/BA (Psychology), graduating batch of 2026 only.
- Must have scored at least 75% marks or equivalent CGPA marks in 10th, 12th/ Diploma (if applicable), Bachelors degree.
- Prior work experience is an added advantage.

Key Competencies

- Excellent communication skills
- Strong understanding and working knowledge of MS Excel, PowerPoint, Access
- Good team collaboration and working in a diverse culture
- Attention to detail and project execution focus
- Problem-solving skills
- Strong interpersonal skills for client and internal stakeholder coordination
- Ability to manage multiple priorities simultaneously