

We're **HIRING** **Interns**

Apply Now – Boost Your Skills & Curate for Excellence

Roles :

• HR Interns	10
• Sales & Marketing Interns	5
• Executive Manager Interns	3
• Campus Ambassador Interns	10



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Why Join



UNIVERSAL NETWORK FOR INITIATING TRANSFORMATION AND EMPOWERMENT

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& Partners

We offer you more than just an internship. Here's why you should join us:

- Real Projects:** Work on impactful projects from day one.
- Expert Mentors:** Learn from industry leaders and gain invaluable insights.
- Flexible Work:** Enjoy remote opportunities and adaptable hours.
- Career Growth:** Boost your resume and job prospects.
- Skill Development:** Enhance both technical and soft skills.
- Networking:** Build connections with peers and professionals.
- Recognition:** Earn Certificate of Completion, Letter of Recommendation and other awards for your achievements.

Ready to launch your career? Apply now and let's soar together!
Visit our Internship Opportunities page to get started.



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Human Resource

Open Positions: **10**

Job Description:

We are seeking a proactive and detail-oriented HR Intern to join our dynamic Human Resources team. As an HR Intern, you will gain hands-on experience in various HR functions, including recruitment, employee relations, performance management, and HR administration.

Responsibilities:

- Assist in the recruitment process by posting job vacancies, screening resumes, and scheduling interviews.
- Support onboarding activities by preparing new hire documentation and coordinating orientation sessions.
- Maintain employee records and ensure data accuracy in the HRIS system.
- Assist with employee engagement initiatives and company events.
- Help with the administration of employee benefits and payroll.
- Assist in developing and implementing HR policies and procedures.
- Conduct research on HR best practices and provide recommendations.
- Support performance management processes and employee evaluations.
- Assist in handling employee inquiries and resolving HR-related issues.
- Participate in HR projects and initiatives as assigned.

Qualifications:

- Currently pursuing a degree in Human Resources, Business Administration, or a related field.
- Strong interpersonal and communication skills.
- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle confidential information with discretion.
- Strong problem-solving skills and a proactive attitude.

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Sales/Marketing

Open Positions: 5

Job Description:

We are looking for a creative and motivated Marketing & Sales Intern to join our team. As a Marketing & Sales Intern, you will assist in the development and execution of marketing strategies and sales initiatives to drive business growth.

Responsibilities:

- Assist in the creation of marketing materials, including brochures, presentations, and social media content.
- Conduct market research to identify trends and opportunities.
- Support the planning and execution of marketing campaigns and events.
- Assist in managing social media accounts and engaging with followers.
- Help with the analysis of marketing data and performance metrics.
- Support sales activities by preparing sales presentations and proposals.
- Assist in lead generation and follow-up activities.
- Collaborate with the sales team to develop customer outreach strategies.
- Maintain and update the CRM system with customer information and interactions.
- Participate in team meetings and contribute ideas for marketing and sales initiatives.

Qualifications:

- Currently pursuing a degree in Marketing, Business, Communications, or a related field.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with social media platforms and digital marketing tools.
- Strong analytical skills and attention to detail.
- Creative thinking and problem-solving abilities.
- Ability to work independently and as part of a team.



Executive Manager

Open Positions: 3

Job Description:

We are seeking a highly organized and driven Executive Manager Intern to support our executive team. As an Executive Manager Intern, you will assist in various administrative and strategic tasks to ensure the smooth operation of executive functions.

Responsibilities:

- Assist in managing executive schedules, appointments, and meetings.
- Prepare reports, presentations, and documents for executive review.
- Conduct research and gather information for strategic planning and decision-making.
- Assist in the coordination of executive projects and initiatives.
- Support communication and correspondence with internal and external stakeholders.
- Help organize and coordinate company events and executive meetings.
- Maintain confidentiality and handle sensitive information with discretion.
- Assist in the preparation of meeting agendas and minutes.
- Provide administrative support to the executive team as needed.
- Participate in special projects and tasks as assigned.

Qualifications:

- Currently pursuing a degree in Business Administration, Management, or a related field.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle confidential information with discretion.
- Strong attention to detail and problem-solving skills.
- Ability to work independently and manage multiple tasks.

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Campus Amb.

Open Positions: **10**

Job Description:

We are looking for enthusiastic and outgoing Campus Ambassador Interns to represent our company on university campuses. As a Campus Ambassador, you will promote our brand, engage with students, and help build a strong presence on campus.

Responsibilities:

- Represent our company and promote our brand at various campus events and activities.
- Distribute promotional materials and communicate with students about our products and services.
- Organize and host events, workshops, and information sessions on campus.
- Engage with student organizations and clubs to create brand awareness.
- Utilize social media to promote our brand and events.
- Collect feedback and insights from students to help improve our offerings.
- Assist in recruiting students for internships and job opportunities.
- Provide regular reports on campus activities and engagement efforts.
- Collaborate with the marketing team to develop campus-specific strategies.
- Act as a liaison between the company and the student body.

Qualifications:

- Currently enrolled as a student at the designated campus.
- Strong communication and interpersonal skills.
- Enthusiastic and outgoing personality.
- Ability to work independently and take initiative.
- Familiarity with social media platforms and marketing techniques.
- Strong organizational and time management skills.
- Passionate about our brand and mission.

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Keep calm and intern on!

How to Apply?

Joining Unite Wings is simple and straightforward.

- Visit our website: UniteWings.com
- Go to Internship page to explore available positions and submit your application.
- We welcome enthusiastic and driven individuals from all academic backgrounds.



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