JD for HR Intern

Our innovative and growing company is searching for experienced candidates for the position of business lead. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities

* Update our internal databases with new employee information, including contact details and employment forms
* Gather payroll data like leaves, working hours and bank accounts
* Screen resumes and application forms
* Schedule and confirm interviews with candidates
* Post, update and remove job ads from job boards, careers pages and social networks
* Prepare HR-related reports as needed (like training budgets by department)
* Address employee queries about benefits (like number of remaining vacation days)
* Review and distribute company policies in digital formats or hard copies
* Participate in organizing company events and careers days

Requirements and skills

* Good communications skill.
* Experience with MS Office
* Good understanding of full-cycle recruiting
* Organizational skills
* BSc in Human Resources Management or similar field

**Experience**- Fresher/Intern.

**Qualification-** BBA/ MBA/Graduate. (HR)

**Work Location-** Work from office.

**Adress-** Office No. - 332, Gera Imperium, Near Wipro Circle Hinjewadi Phase 2, **Pune** Maharashtra (MH) Zipcode – 411057

**Contact- HR**- 8788150066, 020-68310019,+917758818396 .