

JOB DESCRIPTION: HR INTERN

- We are looking to employ an enthusiastic and driven HR intern to assist our HR department with administrative and HR-related tasks.
- Duration of Internship will be 02/04/06 months.
- Qualification of the candidates should be BBA/ B.COM /MBA
- It will be a paid internship (Variable).
- It will be Work from Home.

ROLES & RESPONSIBILITY –

- Managing company staff, including coordinating and supporting the recruitment process.
- On boarding newcomers to the company.
- Determining suitable salaries and remuneration.
- Providing the necessary support systems for payroll requirements.
- Developing adequate induction and training.
- Supporting employee opportunities for professional development.
- Managing succession planning of staff.
- Assisting with the performance management and review process.
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Bridging management and employee relations by addressing demands, grievances or other issues.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Maintain pay plan and benefits program.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.

SKILLS –

- Personable, able to comfortably and pleasantly deal with a variety of people.
- Strong customer service skills.
- Problem solving capabilities necessary to accomplish the duties and tasks of the position.
- Ability to correctly make decisions involving client issues/ problems including when to escalate the problem to a more senior consultant.
- Exceptional written and oral communication skills.
- Excellent organizational and planning skills Ability to effectively learn and acquire new knowledge and skills.
- Ability to share knowledge and work in a strong team oriented environment.
- Detail oriented Proficient in Word, Excel, PowerPoint, and e-mail.
- Having a keen interest and deep understanding of the Indian education sector.
- Having a knack for sales.
- Good interpersonal and presentation skills.