



Organization:	FUNDS AUDIT
Job Title:	HR Intern
CTC:	RS. 20,000 (Fixed 12000+8000 incentive)
Location:	Pune , Maharashtra
Departments Eligibility:	MANAGEMENT
Course Eligibility	BBA/MBA
Student Gender Preference:	Male/Female

General Job Description

1. **Campus Recruitment Support:**

- Coordinate with the HR team to schedule and execute recruitment drives at various MBA and engineering colleges.
- Assist in developing relationships with placement cells and career offices at target institutions.
- Promote the company's brand by delivering presentations and engaging with students during career fairs, webinars, and other recruitment events.
- Help screen resumes and applications, conduct initial candidate assessments, and manage interview schedules.
- Communicate with candidates throughout the selection process, providing timely updates and feedback.

2. **Candidate Screening & Evaluation**

- Support the evaluation of candidates' academic background, technical skills, and cultural fit for the organization.
- Assist in maintaining candidate records and managing the applicant tracking system (ATS) to keep candidate information organized and up-to-date.
- Coordinate with department leads to schedule technical and HR interviews and gather feedback on shortlisted candidates.

3. **Onboarding and Policy Support:**

- Assist in the onboarding process for new hires, ensuring a smooth and welcoming experience
- Organize and prepare onboarding materials, such as welcome kits and digital resources integrate effectively.

4. **HR & Administrative Support:**

- Aid in the preparation and distribution of offer letters, contracts, and onboarding documentation.
- Help track and organize internship completion reports, feedback forms, and performance reviews.
- Maintain updated reports and metrics related to campus recruitment and onboarding processes.

5. **Employee Engagement:**

- Support HR team initiatives focused on employee engagement and retention, such as organizing events and engagement activities.
- Gather feedback from new hires to continuously improve the onboarding and engagement processes.

Eligibility
MANAGEMENT
BBA/MBA
SPECIALIZATION : HR
Fresher
Support HR team initiatives focused on employee engagement and retention, such as organizing events and engagement activities.
Gather feedback from new hires to continuously improve the onboarding and engagement processes
Strong communication and interpersonal skills, with the ability to engage effectively with diverse audiences.
Proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with ATS platforms is a plus.
Organized, detail-oriented, and able to manage multiple tasks effectively.

Job Reviewed by: Director, Training & Placement
Job Approved by: Director, Training & Placement
Job opportunity provided through: Training and Campus Placement Department

Date: 14/04/2024