Srinath University
अध्ययन • अनुशासन • अनुग्रहण

JOB DESCRIPTION

LERNX

Organization:	**Lernx**
Job Title:	**HR & MANAGEMENT TRAINEE**
CTC:	**2 LPA**
Location:	**BANGALORE**
Departments Eligibility:	**MANAGEMENT**
Course Eligibility	**BBA/MBA-HR**
Student Gender Preference:	**ANY**

General Job Description

- Assist the HR team in recruitment, screening, interview coordination, and on boarding activities.
- Support employee engagement, attendance, documentation, and HR administration.
- Coordinate with different departments to understand and support organizational requirements.
- Assist in preparing HR reports, maintaining employee records, and updating HR databases.
- Support training and development programs for employees.
- Handle employee queries and provide necessary coordination with the concerned HR team.
- Learn and assist in implementing company HR policies, procedures, and processes.
- Participate in management activities, team meetings, and organizational projects.
- Support performance management and employee evaluation processes.
- Take up additional responsibilities and projects as assigned by management.

Preferred Skills

- Good verbal and written communication skills.
- Basic knowledge of HR processes and management principles.
- Strong interpersonal and relationship-building skills.
- Good organizational and time-management abilities.
- Proficiency in MS Office, especially Excel and Word.
- Positive attitude with a willingness to learn.
- Problem-solving and decision-making skills.
- Ability to work effectively in a team.

Eligibility
MANAGEMENT
Specialization **BBA/MBA-HR**
Fresher
Technical skills, attention to detail, problem-solving, and communication skills.
Meeting minimum age requirements, typically 18 years old.

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

DATE:-11.05.2026