

MSSPL

<https://marconix.in/job/hr-intern-job-bangalore/>

HR Intern

Description

We are looking for a dynamic and self-motivated HR Intern to join our Human Resources team. This internship provides an excellent opportunity to gain hands-on experience in various HR functions, including recruitment, employee relations, performance management, and HR administration. The HR Intern will support the HR department in ensuring smooth and efficient business operations.

Responsibilities

- Assist in job posting and advertisement processes.
- Screen resumes and application forms.
- Schedule and coordinate interviews with candidates.
- Conduct reference checks and background verifications.
- Support the onboarding process for new hires, including preparing orientation materials.
- Maintain employee records (soft and hard copies).
- Update internal databases with new employee information, including contact details and employment forms.
- Assist with HR documentation, such as offer letters, contracts, and policies.
- Participate in various HR projects, such as employee engagement initiatives, wellness programs, and diversity and inclusion efforts.
- Help address employee queries regarding HR policies, employee benefits, and other HR-related matters.
- Assist in organizing company events and employee engagement activities.

Skills

- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to maintain confidentiality and handle sensitive information.
- Strong attention to detail and problem-solving skills.

Language:

- English (Preferred)
- Hindi (Required)

Qualifications

Master's (Required)

Job Benefits

- Leave encashment
- Paid sick time
- Paid time off

Hiring organization

Marconix Sales Solutions Pvt Ltd

Employment Type

Full-time, Intern

Beginning of employment

- Leave encashment
- Paid sick time
- Paid time off

Duration of employment

3 months

Industry

Human Resources

Job Location

HSR Layout, 560102, Bengaluru, Karnataka, India

Working Hours

8

Base Salary

5,000

Date posted

June 26, 2026