

Position: HR Intern

Position Code: MT-11

Number of Positions: (01) One

Consolidated Emoluments: Between Rs.30,000/- to Rs.50,000/- depending upon qualifications & experience and shall be governed by the policy of Young Professional in BIRAC.

Job Tenure: Initial appointment will be for a period of Six months which may be extended subject to satisfactory performance.

Job Description: To assist in HR & Administration activities of the organization.

Key Responsibilities:

- Provide recruitment & selection support i.e assist in drafting job notifications, Screening of applications.
- Coordinate interviews and maintain candidate records and Support onboarding documentation.
- Perform general office administration tasks, including managing correspondence, filing, and record-keeping.
- Support HR and administration team in routine tasks, data management of the Department etc.
- Draft official letters, memos, and HR communications.
- Assist in organising day to day meetings, events and conferences.
- Support training and development initiatives: maintain training calendars, track attendance, and collect feedback.
- Support office administration activities, such as vendor coordination, stationery management, and facility support.
- Any other related work as may assigned.

Essential Qualification: - Graduate in relevant discipline from recognized University / Institute.

Desirable Qualification: - MBA or Post Graduate Degree with specialization in Human Resource Management/ Personnel Management/ Industrial Relations.

Experience: Post Qualification, One-year work experience in HR related activities.

Age Limit: 28 years as on closing date of application.

****The total number of vacancies indicated in this advertisement may increase/ decrease/ cancelled, if need so arises at the discretion of BIRAC.**