



**Job Title: HR Intern**

**Company: Corporate Intellect Solutions**

**Stipend: ₹5,000 - ₹8,000 per month (based on performance)**

**Location: Noida, On-site**

### **Corporate Intellect Solutions:**

Corporate Intellect Solutions is a leading provider of innovative business solutions specializing in IT software and Business Automation with presence in USA, UAE, Canada, Australia, Africa. We leverage cutting-edge technologies and industry expertise to help businesses achieve their goals and stay ahead in today's competitive market.

### **Job Description:**

We are looking for an enthusiastic HR Intern focused on recruitment to join our team. This internship is suitable for undergraduate, graduate, or postgraduate students specializing in Business Administration (BBA/MBA) or Human Resources. The intern will support our recruitment efforts and gain valuable insights into the HR field.

### **Key Responsibilities**

- Assist in sourcing candidates through various channels (job boards, social media, referrals).
- Screen resumes and applications to identify qualified candidates.
- Schedule and coordinate interviews between candidates and hiring managers.
- Conduct preliminary interviews and gather candidate feedback.
- Maintain the applicant tracking system and update candidate records.
- Assist in preparing recruitment reports and metrics.
- Collaborate with the HR team on employer branding and outreach initiatives.
- Support onboarding processes for new hires, as needed.

**Qualifications**

- Currently pursuing or recently completed a degree in Business Administration (BBA/MBA) or a specialization in Human Resources.
- Strong communication skills, both written and verbal.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Detail-oriented and highly organized.
- Ability to work independently and as part of a team.
- Eagerness to learn and adapt in a fast-paced environment.

**Benefits**

- Hands-on experience in recruitment and HR processes.
- Opportunity for a full-time position based on performance during the internship.
- Mentorship from experienced HR professionals.
- A collaborative and supportive work environment.