

## **Human Resources Internship**

### **About Tactiss HR Services:**

At Tactiss HR Services, we redefine human resources, offering a comprehensive range of services to meet your organization's dynamic needs. With a dedication to excellence and personalized solutions, we are your trusted partner in talent acquisition, training, and HR consultancy.

### **About the Internship:**

Role: HR - Human Resource Intern

Mode: In-office

Duration: 3 months/6 months

Stipend: 10K

### **Responsibilities:**

- Conducting internship recruitment for various positions.
- Maintaining updated records of hired candidates.
- Screening resumes and conducting interviews.
- Managing job advertisements on multiple platforms.
- Assisting interns with queries.
- Digital distribution of company policies.

### **Skills Required:**

- Strong management skills
- Enthusiastic and proactive nature
- Excellent organizational abilities
- Clear and effective communication skills
- Basic understanding of recruitment processes

Who can apply:

We are seeking candidates who:

- Are available to work in-office.
- Can commit to a 3 or 6-month duration.
- Possess relevant skills and interests in human resources.

Perks:

- Certificate of Completion
- Letter of Recommendation (Based on performance)
- Talent Acquisition Training
- Promotion opportunity to full-time employee