

About HR Internship @iDreamCareer

About us

iDreamCareer.com (iDC) is India's leading EdTech venture recognized as World's top 200 Edtech companies by ASUGSV Summit 2020 & the top 100 EdTech companies in South Asia by Holon IQ 2020. It works with high school & undergrad college students via its full-stack career & college guidance product that includes 1047 hours of content on careers, colleges, exams, scholarships, reliable & validated psychometric assessment tools & personalised counseling. Its current reach is 20 million+ students across India, Middle East. It has partnered with 14 state governments, 150+ private schools including the 3 of the top 10 ranked schools in India & works extensively as a technical partner of UNICEF, India, and most recently with CBSE for 25,000 schools & 6.5 million students.

About the work from home job/internship

Selected intern's day-to-day responsibilities include:

1. Sourcing and screening the candidates
2. Briefing the job description to potential candidates and conducting initial rounds of telephonic interviews to check the interest and suitability of candidates for required positions
3. Assisting the HR manager in the recruitment process and other documentation work
4. Sourcing candidates by various routes, headhunting, networking, existing candidate database, internal referral system, and social media (LinkedIn, etc.)
5. Screening candidates, calling them and arranging second interviews with the Hiring manager
6. Proactively updating own knowledge of recruitment and employment laws
7. Assisting the HR manager in carrying out routine functions

Duration of Internship- 3 Months

Stipend- Rs.10,000/- Month