

## **About Desmania:**

Desmania started as a modest garage operation in 1993 and has grown over the years as a multi-disciplinary design studio in Manesar. Desmania has an evolved design process and a clear design thinking to offer path breaking and customized design solutions to the clients. We are a rock-solid team with a versatility to take up projects across the industry segments. Founded by the alumnus of NID, Desmania has attained its design maturity with a long and eventful journey. Desmania's talented team and its state of art infrastructure is unbeatable!

**Position 1: HR Intern**

**Industry:** Consumer Appliances/Automotive Industry

**Position at:** IMT Manesar

**Qualification:** MBA/ PGDM in HR

**Experience:** 0-2 years' experience in a relevant industry

**Salary:** Will be commensurate with the experience & qualification

### **Job Description / Responsibilities:**

- You will be responsible for managing recruitment data and work on recruitment tracker sheet.
- As an HR intern, you will be responsible for coordinating with various department as and if required.
- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company events.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.
- Assisting senior authorities in their tasks.

### **Requirements**

- Bachelor's degree or Master degree or diploma in human resource management or studying toward a degree in human resource management or related field.
- Proven experience working in an office environment.
- Proficiency in all Microsoft Office applications.
- The ability to work as part of a team.
- Strong analytical and problem-solving skills.
- Excellent administrative and organizational skills.
- Effective communication skills.
- Detail-oriented.