

CARS24

About the Company: CARS24 is proud to be a tech-first organisation, looking to make inroads into the global auto-tech market in groundbreaking ways. We've taken a splintered used-vehicle market and turned it into a streamlined tech-driven one, with intuitive discovery mechanisms, collaborations with partners at the micro and macro levels, and constant innovation. The next-gen approach to the pre-owned automobile industry is here at CARS24.

JOB DESCRIPTION

Profile Offered: HR Intern

Roles and Responsibilities:

1. Sourcing and screening potential candidates from the recruitment sites, and other platforms.
2. Posting job advertisements to job portals and social media platforms.
3. Screening application forms received through various mediums to identify suitable candidates for an opening.
4. Organizing interviews with shortlisted candidates.
5. Assisting Managers in preparing various reports.
6. Preparing and sending offer and rejection letters or emails to candidates.
7. Coordinating new hire orientations.
8. Responding to stakeholders' inquiries regarding their hiring needs.

Stipend: 10K-15K per month

Type of internship: Work from Office (Gurgaon), Full-Time

Eligibility (years): All Years

Eligibility (courses): All Courses

Duration: 3 Months