



Amrita Multi Modal Applications and Computer Human Interaction

Position: Intern – Recruitment (HR)

Number of position: 1

Job location: AMMACHI Labs, Amrita University, Amritapuri, Kollam

Department: AMMACHI Labs (1) (amrita.edu/ammachi)

Job Type: Full Time

Who we are:

AMMACHI Labs and the Center for Women's Empowerment & Gender Equality are thematic research centers at Amrita Vishwa Vidyapeetham (University) in Kerala, India.

We research, design and implement technologies and social solutions for empowerment.

To know more about us, please visit our site at:

www.ammachilabs.org

Job brief:

AMMACHI Labs has an opportunity for a Recruiting Intern (HR) to join our team and learn the recruitment basics & to be part of every aspect of our recruitment operations from start to finish. The Internship will range from contacting candidates, screening resumes, scheduling, preliminarily interviewing candidates to preparing documentation, updating employee records with new hire information besides in dealing with both internal & external stakeholders on hiring, also attending company events, preparing reports, and helping in the smooth running of the operations.

Responsibilities:

- Assisting with outbound or proactive searches
- Coordinating with internal leads in JD finalization
- Placing job postings on all relevant platforms
- Acting as the front-line contact person for applicants
- Scheduling interviews
- Managing applicant documentation
- Taking part in interviews
- Organizing or conducting reference checks
- Preparing client presentations
- Attending job events, recruitment fairs, symposia & related
- Assisting in HR office administration

Required Skills, Attributes & Qualifications:

- Bachelor's degree, preferably Postgraduate in HR or related field
- Expert computer skills
- Strong administrative and document management skills
- Excellent written and verbal communication
- Willingness to learn
- Ability to multitask and work under deadlines
- Enthusiastic and smart working
- Strong interest in recruitment; Good understanding of full-cycle recruitment