

Role Title: Talent Acquisition Intern

Responsibilities:

- Shortlisting: Support the team in shortlisting and screening candidates for various roles and programs using predefined metrics.
- Coordination: Schedule and coordinate interviews between candidates, interviewers, and facilitators.
- Data Management: Manage the candidate pipeline and maintain records for applications, assignments, and prior feedback.
- Communication: Handle the program helpline, providing support to candidates in their application journey through oral and written formats.

Qualifications:

- Comfortable working in a fast-paced environment with strong time management skills.
- Excellent written and verbal communication skills in English and Hindi.
- Strong attention to detail and ability to multitask.
- Basic knowledge of MS Office or G-Suite, and comfort with technological platforms.

Duration: February to June

Location: New Delhi. Full Time.

Reporting to: Coordinator, Outreach