**Job Description**

**Job Title:** HR Intern

**Company:** Social Swirl

**Location:** Remote

**Duration:** 2 Months

**Probation Period:** 7-10 Days

**About Us:** We are looking for a dedicated and motivated HR Intern to join our team remotely for a 2-month internship. This role offers an exciting opportunity to gain hands-on experience in HR functions while contributing to our talent management and employee development efforts.

**Responsibilities:**

* Recruitment Support: Assist in the recruitment process, including posting job openings, reviewing resumes, and scheduling interviews.
* Onboarding: Support the onboarding process for new hires, including paperwork and orientation materials.
* HR Documentation: Maintain and update HR records, files, and databases.
* Employee Relations: Assist in resolving employee inquiries and concerns, promoting a positive work environment.
* Training and Development: Assist in organizing training programs and development initiatives for employees.
* Policy Compliance: Help ensure HR policies and procedures are followed and updated as necessary.
* Reporting: Prepare reports and assist in HR data analysis.

**Requirements:**

* Currently pursuing or recently graduated with a degree in Human Resources, Business Administration, or a related field.
* Strong communication and interpersonal skills.
* Excellent organizational and administrative abilities.
* Attention to detail and confidentiality.
* Self-motivated and capable of working independently.
* Strong time management skills.
* Familiarity with HR software or tools is a plus.
* A reliable internet connection and necessary equipment for remote work.

**Benefits:**

* Practical experience in HR functions and processes.
* Exposure to real-world HR projects and employee management.
* Mentorship and guidance from experienced HR professionals.
* Opportunity to include HR internship work in your professional portfolio.
* Potential for future employment opportunities based on performance.

**How to Apply:**

Interested candidates should send the following documents to the Social Swirl Intern Web Page.