

ABOUT US

My STEM Lab – Brainchild of ENTECRES Labs, a team of research engineers along with some professors and educationalists. The core team has been involved in research to develop DIY STEM Kits for Schools According to National Education Policy 2020. Our aim is to provide teachers with innovative tools to aid students in the acquisition of core STEM knowledge and allow students to apply that knowledge to real-world situations through “thought, analysis, problem-solving, evaluation or critical thinking.” In other words, My STEM Lab wants to bring relevance to the classroom and demonstrate how maths and science is used in everyday life. We offer customized curricula in multiple languages, along with our collection of 500+ science activities and experiments designed for students from kindergarten to grade 10, following CBSE, ICSE, IGCSE, IB, CIE, and SSC curricula.

Website- <https://mystemlab.com/>

Department: Human Resources

Location: LGF C6, B10, Mall Rd, Block C6B, Janakpuri, New Delhi, Delhi, 110058

Reports To: HR Manager

Job Summary:

We are seeking a motivated and enthusiastic HR Intern to join our Human Resources team. This internship offers an excellent opportunity to gain hands-on experience in various HR functions, including recruitment, employee engagement, training, and administration. The HR Intern will support the HR team in daily activities and contribute to the overall success of the department.

Key Responsibilities:

- **Recruitment Support:**
 - Assist in the end-to-end recruitment process, including posting job openings, screening resumes, scheduling interviews, and coordinating communication with candidates.
 - Participate in interview processes and provide feedback on candidates.
 - Help maintain and update the candidate database.
- **Onboarding and Orientation:**
 - Assist with the onboarding process for new hires, including preparing orientation materials and organizing orientation sessions.
 - Ensure all new hire paperwork is completed accurately and on time.

- **Employee Records and Data Management:**
 - Maintain and update employee records, ensuring data accuracy and confidentiality.
 - Assist with the management of HR databases and software.
- **HR Administration:**
 - Provide administrative support to the HR team, including handling correspondence, filing, and other clerical duties.
 - Assist in preparing HR reports, presentations, and documents.
- **Compliance and Policies:**
 - Assist in ensuring compliance with company policies and procedures.
 - Help in the research and updating of HR policies and guidelines as needed.

Qualifications:

- **Education:**
 - Currently pursuing a bachelor's or master's degree in human resources, Business Administration, or a related field.
- **Skills:**
 - Strong verbal and written communication skills.
 - Excellent organizational and time-management abilities.
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
 - Ability to maintain confidentiality and handle sensitive information with discretion.
 - Strong interpersonal skills and the ability to work collaboratively in a team environment.
- **Experience:**
 - Previous internship or experience in HR is a plus but not required.
- **Location:** This internship will be based at our office in Janakpuri, New Delhi.
- **Hours:** This is a full-time internship position requiring 48 hours per week.
- **Work Time-** 9:30AM to 5:30PM
- **Working Days-** Monday to Saturday