

About Metadologie

Metadologie is a Salesforce consulting and technology solutions company. We help global clients streamlining operations using tech. As we continue to grow, we're looking for an energetic and organized **HR Intern** to join our team and gain hands-on experience in core HR functions and people operations.

Key Responsibilities

- Assist in end-to-end **recruitment processes** including sourcing, screening, scheduling interviews, and onboarding new hires.
- Maintain and update **employee databases**, attendance, and HR documentation.
- Support **performance management, employee engagement activities, and appraisal coordination.**
- Help prepare and distribute HR-related letters (offer letters, internship letters, confirmation, etc.).
- Coordinate **training programs**, track participation, and maintain related records.
- Assist in **exit formalities**, FNF tracking, and updating internal records.
- Draft and circulate **HR communications**, notices, and announcements.
- Collaborate with different departments to understand their manpower requirements.
- Contribute creative ideas for improving HR processes and employee experience.

Desired Skills & Qualifications

- Pursuing or recently completed a degree in **Human Resources / MBA in HR / BBA** or a related field.
- Strong communication and interpersonal skills.
- Basic understanding of HR functions, recruitment tools, and MS Office / Google Workspace.
- Ability to handle confidential information with discretion.

Stipend- 10k per month

Duration of Internship – 6 months