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Job Description – Admin/ HR Intern

Company Introduction: Nikore Associates is an economics think tank undertaking research on issues pertaining to a wide range of development sectors including labour, gender, industrial development, transport, logistics etc. Our policy recommendations and research outputs have been published across various national and international news media. We engage with international organisations like Asian Development Bank, World Bank, UN Women and our work involves providing research backed advice and expertise which aids the knowledge and processes of these organizations.

Corporate Office Address: We conduct our operations online through smooth and dynamic channels of communication. Applicants from all over the world are encouraged to apply.

Project Title and Description: We are looking to employ an enthusiastic and driven Admin/HR intern to assist our team with administrative and HR-related tasks. Admin/HR interns are expected to update our employee records with relevant information, managing the applications ID and mailing lists, screening resumes, scheduling interviews and facilitating hasslefree onboarding processes. Furthermore, interns will also be responsible for making contracts, work experience certificates, LoRs and other daily requirements for the smooth operations of our organization. Proactive interns who thrive in start-up environments will best capitalise on the opportunity of working at Nikore Associates.

Key Responsibilities:

- Update internal databases with new employee information, including contact details and employment form
- Screen and manage resumes and application forms from our website and applications email ID
- Prepare and send offer and rejection letters or emails to candidates
- Execute onboarding and offboarding of employees
- Post, update and remove job ads from job boards, career pages and social network
- Assist in organizing company events and training sessions
- Prepare knowledge documents, presentations, and excel databases and manage our existing databases

Does the project involve travel or on-field work?

No (work from home)

Title and Duration of the job

First 2 months on probation as Intern.
Possibility to transition into an Admin/HR Manager with stipend depending on quality of work and time commitment.

Number of work hours	15-18 hours per week for part-time internship. 35-40 hours per week for full-time internship.
Number of visits to the corporate office	N/A (work from home)
Stipend per intern per month	Admin/HR Managers will receive a stipend of Rs. 2,500 – 10,000 depending on the projects and time commitment.
<p>Any specific requirements such as knowledge, hard or soft skills, educational qualifications, or work experience from the interns:</p> <ul style="list-style-type: none"> • Experience with MS Office • Organizational and writing skills • Good understanding of full-cycle recruiting 	