

JOB DESCRIPTION

Intern – People and Culture

Key Requirements:

- Proficiency in MS Excel and Google Sheets.
- Excellent verbal and written communication skills.
- Strong organizational and time-management abilities.
- A proactive attitude and willingness to handle multiple tasks.
- Bachelor's degree in Human Resources or a related field.

Key Responsibilities:

- Coordinate with teams and stakeholders to ensure timely completion of tasks.
- Follow up on pending activities and maintain trackers for ongoing projects.
- Assist the HR Manager with day-to-day execution of HR initiatives and processes.
- Assist in execution-based work for ongoing and upcoming projects.
- Manage and update data using MS Excel and Google Sheets.
- Draft professional emails for communication with employees and stakeholders
- Provide on-ground support for employee engagement activities and other HR-related events.
- Maintain professional communication with employees and stakeholders.
- Develop an understanding of how digital marketing agencies operate, including their workflows, team dynamics, and project management processes.