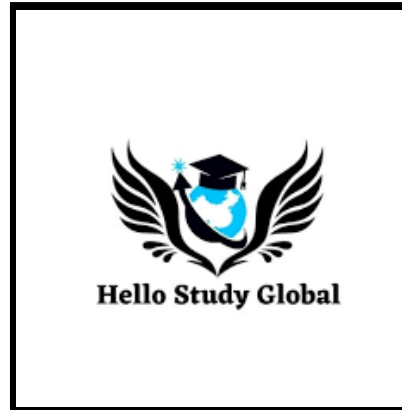


HELLO STUDY GLOBAL

An educational platform



WHAT DOES THE INTERNSHIP PROVIDE ?

- Hello Study Global provides interns with a great platform and an opportunity to understand how things work in a professional setting.
- It would improve their communication skills, interpersonal skills and would ultimately facilitate overall personality development.
- It will help them understand the finer nuances of how business is done on the internet.
- It will help interns to build a network which stays with them forever.
- It gives a chance to build leadership qualities.
- We shall provide a Letter of recommendation (LOR) to candidates, working efficiently throughout the duration of the internship.
- We will provide candidates with an experience certificate.
- This is a good opportunity to earn as well. We offer a performance-based stipend and weekly cash awards.

SKILLS REQUIRED:

- Must be personable
- Problem-solving capabilities
- Exceptional communication skills
- Detail-oriented
- Able to deal with a variety of people
- Customer service skills
- Initiative taker
- Must have the enthusiasm to learn and create

RESPONSIBILITIES INCLUDE:

- Scheduling and confirming interviews with candidates - Initial screening
- Organising webinars between Hello Study Global and schools/colleges to increase the outreach and visibility of the company
- Preparing HR-related reports when needed
- Participating in organizing the company meetings
- Screening resumes and application forms
- Coordinating orientations for new hires
- Preparing and sending LOA and LOR

Internship category : Human Resources

Work type : Virtual/Work from home

Stipend : Performance-based

Internship duration : 2 months + 15 days of a probationary period