



Human Resources Intern, New Delhi

POSITION OVERVIEW

We are looking for a bright, enthusiastic, and motivated HR Intern who is eager to learn and contribute to our growing team. This role is ideal for someone who wants hands-on experience across all HR functions, including recruitment, employee engagement, onboarding, training, and HR operations. You will work closely with our HR Specialist and founding team to support various HR initiatives and gain real-world exposure to the entire employee lifecycle.

ABOUT STUDIO MOSAIC

Studio Mosaic is an award-winning, growth-oriented mobile app marketing agency that helps appreneurs & enterprises launch and promote their mobile apps worldwide. We specialize in user acquisition and revenue generation for app-based businesses and have worked with over 600 clients on over 850+ app projects till date.

Having consistently been recognized as one of the best app marketing agencies in the world, by Clutch.co, BusinessofApps and others, Studio Mosaic has become the preferred partner for mobile app businesses that want to achieve growth through an ethical and data-driven approach.

Some of our clients include Aditya Birla Capital, Sony, Yatra, 3M, HCL along with many other international apps.

Know more about us at www.studiomosaicapps.com

KEY PRIMARY RESPONSIBILITIES:

Recruitment Support

- Assist in sourcing candidates through job portals, social media, campus placement cells, and other channels.
- Screen resumes and schedule interviews for open roles across the company.
- Coordinate interview logistics with hiring managers and candidates.
- Maintain recruitment trackers and help prepare recruitment reports.

Onboarding & Employee Experience

- Support in preparing offer letters and onboarding documentation.
- Help plan and execute new-joiner induction sessions.
- Assist in introducing new hires to company culture, policies, and processes.

Employee Engagement & Learning

- Brainstorm and organize fun employee engagement activities and events.
- Help coordinate internal training sessions, webinars, and knowledge-sharing initiatives.
- Assist in designing and circulating employee feedback surveys.

HR Operations & Administration

- Maintain and update employee records on HRMS (Zoho).
- Support in policy documentation and day-to-day HR operations.
- Help track attendance, leaves, and other HR-related data.



REQUIRED SKILLS AND COMPETENCIES

- Pursuing or recently completed a Bachelor's or Master's degree in Human Resources, Psychology, or Business Administration.
- Excellent communication and interpersonal skills.
- Basic knowledge of HR concepts and processes (recruitment, onboarding, employee engagement).
- Proficiency with MS Office (Excel, Word, PowerPoint).
- Highly organized, detail-oriented, and eager to learn.

PERSONALITY SKILLS YOU SHOULD POSSESS

- Fun, cheerful, and approachable personality.
- High sense of ownership and accountability.
- Proactive, self-motivated, and willing to take initiative.
- A team player with a collaborative mindset.

WHY INTERN WITH STUDIO MOSAIC?

- Hands-on exposure to the full spectrum of HR practices.
- Opportunity to work directly with the HR Specialist and Founding Team.
- A fun, intelligent, and supportive work culture that encourages learning and growth.
- Chance to contribute to real projects and make a meaningful impact.

Interested candidates can apply directly from the website or send in their resumes to jobs@studiomosaicapps.com