



# Grow Your Career

at LinkedIn's Top 20 Start Ups

## Human Resource Intern



We are a

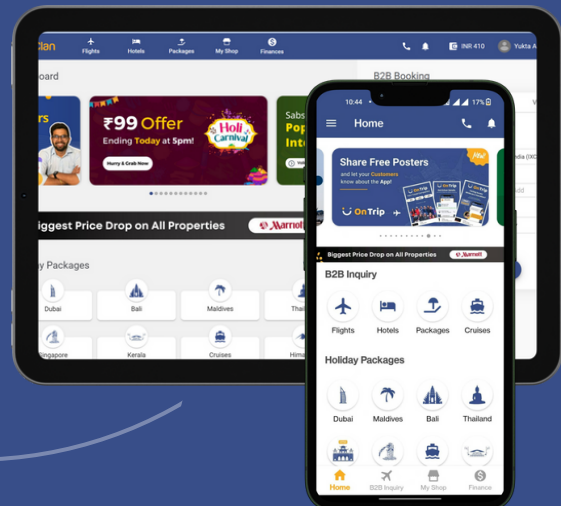
# B2B Travel Company

We Sell to

# Travel Agents



We Sell  
Flights, Hotels  
& Packages



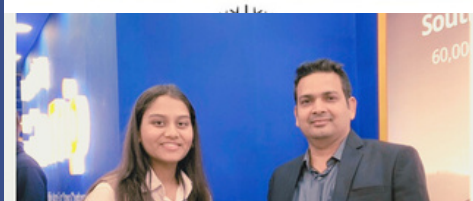
We Thrive When

Travel Agents

**Grow**

**Their**

**Business**



We go  
the extra mile

To deliver

# Exceptional Travel Experiences





# Human Resource Intern

Stipend

**₹15000 per month**

PPO on delivering exceptional performance with CTC ranging between 5 to 7 LPA



## Roles and Responsibilities

- Screen resumes and application forms.
- Coordinate with the Human Resources team to schedule and confirm interviews with candidates.
- Actively handle the end to end interview operations.
- Post, update and remove job ads from job boards, careers pages and social networks.
- Update the internal databases with new employee information, including contact details and other required details.
- Participate in organizing the company events and activities.

*We are invested in*

# **Your Growth !!**



Above Market  
Compensation



Work with High  
Responsibility



Create wealth  
with ESOPs



Great Team &  
Mentors



## **Training & Support**

Settling in new roles can be challenging.

We enable you to learn faster with

- Training,
- Resources and
- A collaborative team environment.

# Recruitment Process



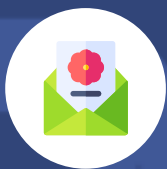
## Aptitude Test & Group Discussion

- A basic 50-minute aptitude test
- 30-minute group discussion



## Personal Interviews

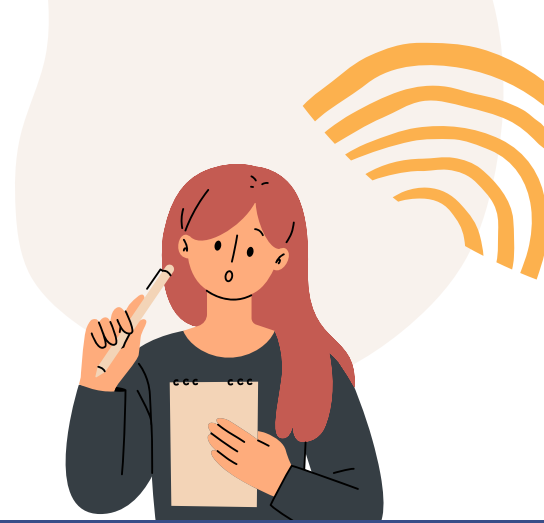
- 1 video Interviews
- 2 detailed discussions



## Extending an offer

- Documentation
- Offer Extended

# Check if you **Fit in the Role**



## **You Must...**



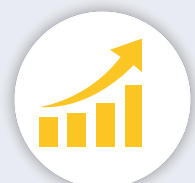
- Enjoy speaking to new people
- Be calm in handling difficult situations
- Have strong empathy / maturity
- Enjoy resolving concerns of team members

## **You can...**



- Organize team engagement activities
- Do repetitive work patiently

## **You want to...**



- Improve interpersonal skills
- Improve interpersonal skills



# — This role is not ideal for someone who is...

- ✗ Not comfortable with recruitment
- ✗ Not good at understanding people
- ✗ Not comfortable with targets
- ✗ Not comfortable with long working hours i.e. **10 - 12 hours daily**
- ✗ Not excited about working on Saturdays (**6 days a week**)

*Ditch what  
you're not into.  
Never settle for less!*



## Our Non-Negotiables



# 100% Work from Office

6 Days a week **Including Saturdays**

*work hours*

## 9:30 till **Work Gets Over**


**You should expect 10-12 hours work in a day!**

We are fast-growing startup & building something valuable takes time. We understand that some aspects of this role are demanding, and we strive to make our office a place where you feel supported, valued

# We are an ideal workplace For Team Players


If you just want to

- ? share problems
- ? stick to status quo
- ? question long hours
- ? do bare minimum
- ? look for quick wins

 **You May Not Be  
Happy At Work**

You will thrive, if you

- ✓ solve problems
- ✓ improve processes
- ✓ focus on output
- ✓ make customer smile
- ✓ build lasting value

 **You Will Shine  
& Grow With Us**

Top Performers at TravClan, have  
**High Ownership**

**Looking forward to having  
you on board with us!**

