

HR PROCESS ANALYSIS INTERN (FRENCH LANGUAGE)

Work Location: Talawade, Pune

Mode: Work From Office (Mon-Fri)

Shift: UK shift 2pm to 11pm IST

Stipend: 30k per month

Duration: 12 months

Education qualification – Bachelors' Degree – should have completed degree in the year 2024/2025.

Job Description:

The HR Process Analysis intern supports the Process Analysts in HR Global Shared Services Center in a variety of HR projects related to process mapping, analysis and evaluation.

Your day-to-day responsibilities include:

- Support the process of gathering, consolidating and cleansing of process data.
- Provide administrative support on reporting, and tracking actions for the relevant process activities
- Ensure all templates are up to date and reflect best practice.
- Receive wide exposure working with various managers and supporting a global head in an international corporation.
- Maintains all templates up to date and reflecting best practices
- Support the coordination of internal meetings and workshops

Skills we can't do without:

- Graduates or students enrolled in university programs, preferably related to HR, Business Administration, etc.
- ***At the least DELF B2 level of French language-written and verbal communication***
- A sound knowledge of Excel and Microsoft Tools

- Experience working on projects or extracurricular activities is a strong advantage.
- Fluency in English -written and verbal communication
- Proactive attitude and good time management.
- Strong analytical acumen and attention to detail.

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