



BHARATI COLLEGE

University Of Delhi



OPUS

Training and Placement Cell

INTERNSHIP OPPORTUNITY



PROFILES

- Human Resources Management
- Content Writing Department
- Content Interview Department

DURATION

3 Months (3-4 hours per day)

MODE OF WORK

Work From Home

ELIGIBILITY

- All Courses, All Years
- Bharati College Students

PERK

Certificate based on performance

BASIS OF SELECTION

Telephonic Interview



Deadline

*13th September
2021, 5pm*

JOB DESCRIPTION

Human Resource Management

Responsibilities

1. Update our internal databases with new employee information, including contact details and employment forms.
2. Screen resumes and application forms.
3. Schedule and confirm interviews with candidates.
4. Address employee queries.
5. Participate in organizing meetings.
6. Impressive communication skills are required.

JOB DESCRIPTION

Content Writing

Responsibilities

1. Research and analyze top SEO content topics.
2. QC content to ensure it is devoid of all kinds of error and as per the required guideline.
3. Plan and execute various SEO tasks.
4. Come up with process improvement initiatives and implement them.
5. Excellent communication skills and creativity.
6. Good understanding of the latest marketing trends and techniques, especially SEO.

JOB DESCRIPTION

Content Interviews

Responsibilities

1. Interviewing celebrities.
2. Building connections.
3. Getting in touch with famous actors, politicians, CEOs etc.
4. Impressive communication skills.
5. Getting connected with good quality people.
6. International Interviews are also considered.