

Job Title -: Human Resources

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| • Location. - Mumbai. | Start Date. - Immediately. |
| • Duration. - 2 - 3Months. | Stipend. - Unpaid. |

Introduction:

Dialogues Media is a noted media-based company applying metrics to assess the efficacy of services or products of its customers in the competitive marketplace. Right from discovering the target audience building and getting useful feedback, we offer a complete spectrum of expertise including advertising, market research, and PR activities.

At Dialogues Media, we aspire to provide our customer's counsel based on our acumen and experienced judgment. Irrespective of the business size we work closely with our clients and strive to give our best to them.

Job Description:

- Develop, implement and monitor HR strategies and initiatives aligned with the overall business strategy
- To oversee all aspects of HR practices and processes
- Coordinate with management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment & selection process, assess training needs and training program
- Practice employee engagement, motivation, retention of employees and maintain positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits programs

- Ensure legal compliance throughout human resource management
- Maintain a smooth on-boarding process

About Internship:

Day-to-Day Responsibilities Include:

- Recruitment & selection.
- Training & Development.
- Making Various HR Policies.
- Maintaining proper reports and working for dynamic role.

Skill(s) Required:

- English Proficiency (Spoken)
- Ability to interpret large amounts of data and to multi-task
- Strong communication and presentation skills
- Excellent knowledge of statistical packages (SPSS, SAS or similar), databases and MS Office
- Search engines, web analytics and business research tools acumen
- Familiarity with CRM programs
- Adequate knowledge of data collection methods (polls, focus groups, surveys etc)
- Working knowledge of data warehousing, modelling and mining
- Strong analytical and critical thinking.

- Effective Communication skills
- Proactive
- Leadership
- Perseverant and motivated
- Negotiating and persuasive
- Disciplined

Who Can Apply:

Only those candidates can apply who:

- are available for full time (in-office) internship
- can start the internship immediately
- are available for duration of 2 - 3 months.
- have relevant skills and interests
- women wanting to start/restart their career can also apply.

Perks:

- Internship certificate
- Recommendation letter.

Notes:

- If the Job/internship is extended to three months Basic Stipend can be provided based on candidate performance and company's decision.

Pre Placement Offer:

- Students in Last year can be offered a PPO (Pre-Placements offer) in Mumbai CTC details would be shared once students is considered for PPO bases on candidate performance and company's decision.