

Job Title: HR Intern – Recruitment & Talent Acquisition

Location: Lahore / Onsite • **Type:** Internship

About the Role:

We're looking for a fresh graduate to join our HR team to help with recruiting and talent acquisition. You will assist with sourcing candidates, screening resumes, scheduling interviews, and helping ensure a smooth hiring process. This role offers hands-on exposure to a full recruitment lifecycle and a chance to learn how talent acquisition contributes to business growth.

Requirements:

You should have a bachelor's degree (completed or in final year) in HR, Business Administration, or similar.

Knowledge about Full Recruitment LifeCycle.

Strong communication skills (written & verbal), good organizational ability, attention to detail, and willingness to learn are essential.

Familiarity with MS Office is a plus.

What You'll Gain:

Real-world experience in recruitment, better understanding of candidate sourcing and selection, and exposure to employer branding and interview coordination. You'll work closely with HR professionals and develop skills that prepare you for a full-time HR role.

Apply At : hr@techtimize.co