



## Job Description Summary

Position : HR Intern / Trainee  
Department : HR  
Job Type : Full Time  
Location : Bangalore, India

Experience Required : 0 – 1 Year  
Starting Date : Immediate

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## Site Overview

Our Bangalore facility supports aerospace and defence manufacturing with a strong focus on quality, safety, and compliance.

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## Position Overview

**The HR Intern / Trainee** supports HR operations including documentation, recruitment support, compliance assistance, and employee coordination.

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## Key Responsibilities

- Attendance and basic HR documentation
  - Recruitment and onboarding support – Follow up
  - Employee coordination and records maintenance
  - Support statutory, safety, and ISO activities
  - Required Qualifications
  - Bachelor's degree in HR / Business Administration
  - Good communication and coordination skills
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## Qualifications:

- Bachelor's degree in HR / Business Administration
  - Good communication and coordination skills
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## To Apply

Send your CV to [hrdsi@supramindustries.com](mailto:hrdsi@supramindustries.com)

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