

TravClan - Human Resources Intern

About us:

We are a well funded B2B travel tech startup. We have just closed a ~USD 5mn Pre Series A investment round despite the global pandemic and are looking to grow our Corporate team. We are growing rapidly. We have crossed our pre-covid numbers. We want to become the world's biggest B2B travel company by enabling over million travel agents, travel entrepreneurs and influencers to grow their business, and achieving Annualized GMV of \$25 billion by 2026.

Profile Overview:

Human Resources at Travclan is a key role which focuses on attracting the best talent, retaining it & planning out engagement activities. The team is a bunch of enthusiasts who actively participate in every activity taking place in the organization along with hiring some of the brightest minds of all time.

Growth Prospects:

- **Stipend Rs.15000 per month + Certificate** on successful completion of internship.
- **Letter of Recommendation or PPO** on delivering exceptional results with CTC ranging between 4 to 9 LPA.
- **Perks:** Informal dress code, Free snacks & beverages

Whats on Offer:

- **Work with a young & passionate team** to excel and make an impact
- **Work directly with the Owners/Managers**
- **Fast Career Growth** with fast appraisals and fast salary increase
- Super **passionate team** with deep conviction which has stayed together during covid.
- Very **high ownership** role in a fast paced environment
- **Great Culture** -> No hierarchy / politics nonsense guaranteed!

Our founding team:

The founding team has aced their respective leadership roles at successful internet startups in India, which are as follows:

- **Ashish- Cofounder**, leads technology, Ex CTO Cars24, CTO FabFurnish, Gaadi.
- **Arun- Cofounder**, leads product, Ex Cars24, TravelTriangle, TripFactory, IIM Bangalore.
- **Chirag- Cofounder**, leads business, Ex Oyo, TravelTriangle, IIM Ahmedabad, IIT Roorkee.

Company Profile:

- You read the detailed company profile [here](#).
- To know more about us, have a look at a [few videos on Youtube!](#)

What do we value?

- **We are a team of believers.** At the same time, we are constantly learning and growing. We are on an audacious mission and a rock-solid belief we can get there.
- **We dream big, yet we start small and start quickly.** We are not deterred by the extra effort needed to relentlessly execute, iterate, execute to realize our dreams.
- **We are a team of differentiated and ambitious individuals,** united by a common goal. We are a single team, where every member is important.
- **We believe flexibility in roles and freedom to execute ideas** are the two foundation values for aggressive growth.
- **We constantly protect and evolve our culture.** As a super energetic and experienced team, we want to enjoy the time we spend together.

What we are looking for:

Roles & Responsibilities:

- Screen resumes and application forms.
- Coordinate with the Human Resources team to schedule and confirm interviews with candidates.
- Actively handle the end to end interview operations.
- Post, update and remove job ads from job boards, careers pages and social networks.
- Update the internal databases with new employee information, including contact details and other required details.
- Participate in organizing the company events and activities.

Desired Candidate Profile

- Ethical, hardworking, and 'passionate about startups' mindset
- Is currently available for a full-time internship
- Can start the internship immediately
- Is available for a duration of 2/ 3 months
- Has relevant skills and interests.
- Presence of Mind

The Recruitment Process:

- 1. Group Discussion & Aptitude Test:** The first step of the recruitment process is a 20-30 minute group discussion round, followed by a basic 30-minute basic aptitude test.
- 2. Personal Interviews:** 2-3 video interviews. Detailed discussions about the job profile, company & candidature are discussed in these rounds.
- 3. Extending an offer:** On successfully clearing the interview rounds, the job offer is extended to the candidate. This includes financial benefits, ESOPs and many other benefits.

Important Points:

- Office Location- Connaught Place, Delhi (everyday in-office internship even after college reopens)
- 6 day work week (Monday to Saturday)
- One Saturday + All Sundays off every month.
- Timings - 9.30am to till work gets over

Looking forward to having you on board with us!