



Autogram Technosoft Private Limited
5th Floor, Kredent Tower
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Salt Lake Sector 5, Kolkata
WB - 700091

Summer Internships 2019

About the company:

Autogram was started by IIT-Kharagpur and IIM-Ahmedabad alumni in 2017. It is an HR Technology platform that helps students in Becoming Job-Ready and getting the Right-Job. Our range of services include:

- **Corporates** - Fresher Hiring, Lateral Hiring, AI-based Screening, Employer branding.
- **Colleges** - Campus Branding, Soft-skills training and Placements.
- **Students** - Resume Building, Mock Interviews, Expert feedback and Job Opportunities.

Through Autogram, students are not only able to showcase their true potential to the companies but they are also able to become **INTERVIEW-READY** by practising mock interviews and real-time feedbacks from experts.

Today, Autogram is working with **40+ companies** in India and **300+ institutes**.

25000+ students have enrolled into Autogram for their placement preparation and we have helped **500+ students** to get their dream jobs.

We are also working on cutting edge Artificial Intelligence technology to analyse human behaviours from their Video by understanding their Facial expressions, Voice tone and Speech analysis. To know more please visit: <https://myautogram.com>

Requirements

- Strong desire to learn along with professional drive
- Must be a team player
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office
- Learning ability is a must
- Should be a problem solver

Internship Location:

Kolkata

Duration:

2 months

Stipend:

Undergraduate: 8000 Rs/month

Postgraduate: 10000 - 12000 Rs/month

Pre-placement offer:

We believe we are building our core team and every intern will be given an opportunity to work closely with all our team members. We would love to convert the internship into full-time job offers at the end of the internship basis the performance.

Job Description: Operations

We are looking for enthusiastic operations interns to join our operations department and provide all operations support to help achieve our goals.

As an operations intern, you will collaborate with our Business Development Team, Product Team, Client Relationships Team and HR department. You will be required to work closely with the stakeholders of all the departments and understand the systems and processes.

This internship will help you acquire management skills and provide you with knowledge of various operations strategies. Ultimately, you will gain broad experience in operations and should be prepared to enter any fast paced work environment.

Roles and Responsibilities:

- Assist Campus Program team with day to day tasks.
- Assist the Founders in conducting workshops in colleges.
- Coordinate with college TPOs, students and resolve their queries.
- Support the talent acquisition team in daily administrative tasks.
- Assist the marketing team for online promotions.
- Prepare a database of colleges, consultants and corporates in India.
- Make sure that the students are getting the interview feedback on time.
- Learn to evaluate video interviews and help gather data for training the AI systems.
- Work with support team to understand the gaps and improve the process.

Job Description: HR

We are looking for enthusiastic HR interns to join our HR and Campus Program Team and provide all the support to help achieve our goals.

As an HR intern, you will be working with our Talent Acquisition Team.

This internship will help you acquire a diverse set of skills and provide you with knowledge of various HR practises. Ultimately, you will gain broad experience in HR and should be prepared to enter any fast paced work environment.

Roles and Responsibilities:

- Understand the hiring process at Autogram.
- Create questions to be asked for the job roles by understanding various job requirements.
- Working with recruitment agencies to source candidates for various job positions.
- Candidate Sourcing/Screening by utilizing various channels.
- Research on different startups into HR space.
- Study different job portals online and understand which one can add more value to us.
- Reviewing resumes, video resumes and test reports of candidates.
- Creating new assessment methods and improving the existing ones.
- Planning & Scheduling Recruitment Drives and providing the necessary inputs during the hiring process for our corporate clients.

Job Description: Sales - Mock Interview

We are looking for enthusiastic operations interns to join our Mock Interview Sales Team.

As a sales intern, you will work with our Campus Team, Student Relations Team and Feedback Team. You will be required to work closely with the stakeholders of these departments and understand the product, market and customer needs.

This internship will help you acquire sales skills and provide you with knowledge of various sales strategies. Ultimately, you will gain broad experience in sales and should be prepared to enter any fast paced work environment.

Roles and Responsibilities:

- Understand the various aspects of Soft Skills.
- Understand the feedback report and explain the same to the candidates.
- Call candidates and deliver them their mock-interview feedback and explain them their strengths and weaknesses.
- Explain the candidates about various areas of improvement and how can we help them.
- Create awareness about the importance of Soft Skills among the candidates by explaining them it's importance in the corporate life.
- Assist the candidate in the process of mock interview program enrolment and guide them through each step till they purchase the grooming program.
- Talk to colleges and create awareness about Soft Skills and importance of Mock Interview Program for the students.

Job Description: Business Development

We are looking for enthusiastic operations interns to join our Business Development team. As a sales intern, you will work with our Business Development Team and Product Team. You will be required to work closely with the stakeholders of these departments and understand the product, market and customer needs.

This internship will help you acquire sales skills and provide you with knowledge of various sales strategies. Ultimately, you will gain broad experience in sales and should be prepared to enter any fast paced work environment.

Roles and Responsibilities:

- Understand our products and services end-to-end.
- Learn to give a product demo to clients and colleges both online and offline.
- Learn to make a PPT and present it to a group of people.
- Make a list of prospective HR consultancy firms in various locations in India.
- Make a list of BFSI and Hospitality firms.
- Start initial rounds of discussion with the prospective clients.
- Assist our Sales head in client meetings and learn how to sell.
- Cold calling HR representatives of various firms.
- Follow up with existing sales leads and give them a demo.
- Execute the pilot for allotted clients.

Job Description: Marketing

We are looking for enthusiastic marketing interns to join our marketing department and provide creative ideas to help achieve our goals. You will have administrative duties in developing and implementing marketing strategies.

As a marketing intern, you will collaborate with our marketing and advertising team in all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our marketing channels. This internship will help you acquire marketing skills and provide you with knowledge of various marketing strategies. Ultimately, you will gain broad experience in marketing and should be prepared to enter any fast paced work environment.

Roles and Responsibilities:

- Collect quantitative and qualitative data from marketing campaigns
- Perform market analysis and research on competition
- Support the marketing team in daily administrative tasks
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail and web)
- Prepare promotional presentations and videos
- Help distribute marketing materials
- Manage and update company database and customer relationship management systems (CRM)
- Help organize marketing events