

## **JOB IDENTIFICATION**

**Position Title:** Human Resources Intern

**Location:** Okhla, Delhi

**Department:** Human Resources/CFO

**Unit:** GMO GlobalSign, India

**Reporting into:** Manager - Human Resource

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## **ABOUT GLOBALSIGN**

Established in 1996, GlobalSign is the leading provider of trusted identity and security solutions enabling businesses, large enterprises, cloud service providers and IoT innovators around the world to secure online communications, manage millions of verified digital identities and automate digital signing, authentication, and encryption. Its high-scale PKI solutions support the billions of services, devices, people, and things comprising the Internet of Everything (IoT). The company has offices in the Americas, Europe, and Asia.

GMO GlobalSign Certificate Services Private Limited has also been certified as 'Great Place to Work' Effective from the year July 2022. This is another step for us on our journey of building a High-Trust and High-Performance Culture. GlobalSign India also has fared much better than Top 75 Great mid-sized companies.

## **JOB SUMMARY:**

In this role, you will assist in various HR functions, including recruitment, onboarding, employee engagement, documentation, exit formalities and administrative tasks. This internship offers an excellent opportunity to gain hands-on experience and develop a solid foundation in human resources practices within a dynamic organizational environment.

## **JOB RESPONSIBILITIES:**

- Efficiently post job vacancies across all relevant recruitment platforms to attract suitable candidates.
- Serve as the primary point of contact for applicants by promptly responding to queries and ensuring a seamless communication experience.
- Maintain and update the applicant database, recording new entries accurately and monitoring the progress of each candidate.
- Coordinate interview scheduling, collaborating with hiring managers and candidates to arrange convenient times and ensure smooth logistics.
- Manage applicant documentation.
- Support employee engagement initiatives.
- Assist with daily office administration.
- Learn and execute onboarding procedures, handling associated documentation and guiding new employees through company processes effectively.

## **REQUIRED SKILLS:**

- Bachelor's Degree, preferably in HR or a related field
- Expert computer skills
- Strong administrative and document management skills
- Excellent written and verbal communication
- Willingness to learn.

## SECURITY RESPONSIBILITIES:

At GlobalSign we believe that security is the responsibility of every employee. We therefore expect the employees to minimize risk by reducing and preventing the impact of information security threats to GlobalSign, as to protect against loss of confidentiality, integrity, and availability. All GlobalSign employees are held responsible for maintaining the required level of information security within the scope of their job function. The GlobalSign information security framework clearly defines and documents these responsibilities, as well as responsibilities for individual information assets and security processes.

At a minimum, the responsibilities include:

- Using information assets for authorized purposes only
- Understanding the security classification of information assets and using the information assets accordingly.
- Not disclosing or releasing direct or indirect information assets to any third-party without appropriate authorized management approval.
- Protecting information assets placed in the care of users from misuse, disclosure, theft, and destruction, whether it is by accident or deliberate means.

GlobalSign employees will be required to sign the Acceptable Use Policy that stipulates their responsibilities in terms of information security at the start of their employment and at any time these are updated.

## BENEFITS:

- Work with one of the Great Places to Work among top 75 mid-sized companies.
- Meaningful and rewarding work that is performed with integrity.
- A culture of learning in collaboration with great young colleagues and leaders.
- A unique career journey shaped by your talent and curiosity.
- Support and trust to thrive in your career and life.
- Get Insurance against your and immediate family's health.
- Get a Flexible Working Hours environment.
- Vaccinate yourself by reimbursing the cost.
- Make Fun C Friends at Office, Go for outings and yearly off-sites.

## APPLICATION PROCESS:

If you satisfy the qualifications described above, find our business compelling, and are committed to exemplifying our "One GlobalSign Way" behaviors consistently, we encourage you to submit your application. Please forward your cover letter and current CV/resume to [hr.in@globalsign.com](mailto:hr.in@globalsign.com)

As you read through, You understand that by continuing to apply for this vacancy, you are agreeing to the processing of your personal data, subject to GlobalSign's [Privacy Policy](#)