

The HR intern role at Elzian Agro.

W.Jithmi Deshanjalee.

As an HR intern at Elzian Agro, I am actively involved in supporting various aspects of human resources management within the company. My responsibilities encompass a wide range of tasks, allowing me to gain valuable experience and contribute to the overall HR function. One of my primary roles involves assisting in the recruitment and onboarding process. I collaborate with the HR team to identify job requirements, source potential candidates, and coordinate interviews. Additionally, I contribute to the development and implementation of effective onboarding programs, ensuring that new employees have a smooth transition into their roles.

ELZIAN AGRO

What a typical week looks like.

As a work-from-home HR employee, my typical week at Elzian Agro involves a mix of individual tasks, virtual meetings, and collaboration with colleagues. Here's an overview of what my typical week looks like:

Monday kicks off with virtual team meetings and stand-ups where we discuss ongoing HR projects, share updates, and refine our tasks. These meetings help us align our goals and priorities for the week and ensure everyone is on track.

Throughout the week, I engage in virtual meetings with colleagues from various departments, and employees seeking HR support. These meetings allow me to provide guidance on HR policies, address employee concerns, and assist in various HR-related matters. We also review and analyze employee feedback and suggestions to identify areas of improvement within our HR processes and initiatives.

Also, I utilize my focused workdays to concentrate on individual tasks such as updating HR documentation and other recruitment related tasks. Working from home enables me to have uninterrupted time to dive deep into these projects and make progress.

Throughout the week we conduct virtual interviews and employee onboarding sessions. With scheduling and conducting interviews with potential candidates, evaluating their qualifications, and assessing their fit within the company culture. Additionally, I facilitate onboarding sessions for new hires, ensuring they have a smooth transition into their roles and receive the necessary information and resources.

Also, I stay connected with colleagues through virtual communication channels, such as email, instant messaging, or video calls. This allows me to collaborate, address queries, and provide HR support whenever needed.

Overall, as a work-from-home HR intern at Elzian Agro, my week is a combination of virtual meetings, individual tasks, and data analysis. This allows me to fulfill my responsibilities in supporting the HR function, engaging with employees, and contributing to the overall success of Elzian Agro.

What tools do you rely on to organize your work?

G-suite, Zoom, Microsoft office and WhatsApp to stay connected to our team.

What do you enjoy the most about working at Elzian Agro?

One of the aspects I enjoy the most is the collaborative and supportive work environment. I have the opportunity to work closely with a team of passionate professionals who are dedicated to creating a positive employee experience. Additionally, I appreciate the accessibility to senior leadership within the company,

including our CEO and other executives, which allows for valuable learning and mentorship opportunities. Being part of a startup like Elzian Agro provides a unique chance to contribute to the company's growth and witness the direct impact of HR initiatives on shaping the organization's culture and success.