



## AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

### **Campus Recruitment - 2018 Passing Out Batch** **( Only For Unplaced Students)**

Company	18096 (Company Name will be disclosed during PPT. )
Batch	<b>2018 Passing Out Batch</b>
Joining Date	Will Be Disclosed Later
Date of Campus	Will Be Disclosed Later
Time	Will Be Disclosed Later
Venue	<b>Will Be Disclosed Later</b>
Job Title	HR Executive
Eligible Degrees	MBA / B.Tech / BCA
Eligible Branches	HR / All
Eligibility Criteria	No Criteria
Location	Delhi
Compensation (CTC)	2.4 LPA
Roles & Responsibilities	<ul style="list-style-type: none"><li>• Joining Formalities</li><li>• Should have good knowledge of Job portals and Social media hiring.</li><li>• Strong communication and inter personal skills.</li><li>• Ability to work independently and multi task in a fast paced environment.</li><li>• Excellent knowledge of Internet based recruiting tools.</li><li>• Scheduling interview of the candidates for the face to face round of interviews.</li><li>• Updating regular feedback on the recruitment software- Taleo</li><li>• Initiate fitment discussion with the recruitment manager and other important stakeholders.</li><li>• Initiate salary negotiation with the candidates. Rolling out the offer to the candidates.</li><li>• Ability to interact with stakeholders.</li></ul>
Other Desired Skills / Competencies	<ul style="list-style-type: none"><li>• Strong interpersonal and communication skills &amp; Professional work ethic</li><li>• Demonstrate attention to detail</li><li>• Able to work and thrive in a multi-tasked fast paced environment</li></ul>
Recruitment Process	Will Be Disclosed Later
How to Apply?	<a href="#">CLICK HERE</a> ( Last Date to apply for this placement drive is 14 <sup>th</sup> April 2018 by 12:00 Noon.)



**My Best Wishes are with you!**

**Prof. Dr. Ajay Rana**  
**Advisor**