



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA
MUMBAI | RAIPUR | RANCHI | KOLKATA | PATNA

DOCEREE

Virtual Campus Recruitment – 2019, 2020 & 2021 Passing Out Batch

Only for Students of Amity Education Group

Last Date to Register – 4:00 PM, 30th June 2021

Company	DOCEREE		
Website	www.doceree.com		
Batch	2019, 2020 & 2021 Passing Out Batch		
Date of Campus	Will inform be informed		
Joining	Immediate		
Job Title	HR Generalist		
Eligible Degrees	MBA		
Eligible Branches	HR		
Eligibility Criteria	10th	-	60 % Criteria
	12th	-	60 % Criteria
	Graduation	-	60 % Criteria
	Post-Graduation	-	60 % Criteria
Location	Delhi- NCR		
Skills Required	<ul style="list-style-type: none">• Excellent verbal and written communication skills.• Excellent interpersonal, negotiation, and conflict resolution skills.• Excellent organizational skills and attention to detail.• Excellent time management skills with a proven ability to meet deadlines.• Ability to act with integrity, professionalism, and confidentiality.• Proficient with Microsoft Office Suite or related software		
Job Responsibilities	<ul style="list-style-type: none">• Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.• Establish appraisal process.• Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with managers to understand skills and competencies required for openings.• Conducts or acquires background checks and employee eligibility verifications.		

	<ul style="list-style-type: none"> • Own the new hire implementation and employee reward & recognition programs. • Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters • Handles employment-related inquiries from applicants, employees, and Managers, referring complex and/or sensitive matters to the appropriate staff. • Maintains compliance with Govt. laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance. • Performs other duties as assigned.
Compensation (CTC)	INR 6.0 to 11.0 LPA depends on Skills and experience
How to Apply?	<p>Interested and eligible students need to apply on the link given below latest by 4:00PM, 30th June 2021.</p> <p><u>CLICK HERE</u></p>

My Best Wishes are with you!

Prof (Dr.) Ajay Rana

Ph.D (CSE) & M.Tech (CSE) - Two Time Gold Medalist
SMIAENG, SMIACSIT, LMISTE, LMPF, LMCSI & MIET (UK)

Senior Vice President – Amity Education Group

Dean – Industry & Academia Alliance

Advisor – Amity Education Group