



## AMITY TECHNICAL PLACEMENT CENTRE

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

### **TALENT 500**

#### **Virtual Campus Recruitment – 2021 Passing Out Batch**

**Only for Students of Amity Education Group**

**Only for Unplaced & Eligible Students**

**Last Date to Register – 10th July 2021 till 10:00 am**

<b>Company</b>	TALENT500
<b>Website</b>	<a href="https://talent500.co">https://talent500.co</a>
<b>Batch</b>	2021passouts
<b>Date of Campus</b>	<b>Immediate</b>
<b>Job Title</b>	<b>Intern - Human Resources</b>  <b>Role:</b> Generalist (Onboarding + Engagement)
<b>Eligible Degrees</b>	UG/PG (Bachelors/Masters degree, preferably in Human Resources, Organizational Development, Psychology.)
<b>Eligible Branches</b>	BBA/MBA (HR)
<b>Eligibility Criteria</b>	No % Criteria
<b>Other Skills Required (If any)</b>	<b>Job Overview</b>  The ideal candidate will align with the needs of our business and act as a trusted advisor to execute people initiatives that optimize the talent and culture here and promote the continued success of our dynamic company.  As an HR Executive, you will be in a key role in making things happen. You'll collaborate with stakeholders and integrate People Initiatives to help achieve the business goals. You will play an important role in staffing, onboarding, compensation, benefits, growth through learning and development.  <b>Onboarding</b> <ol style="list-style-type: none"><li>1. Create Pre-boarding, Onboarding processes and administer the individual journeys.</li><li>2. Design presentations and conduct engaged onboarding for the New Joiners.</li><li>3. Co-create Launch Plans with Hiring Managers for all the New Joiners.</li></ol>

	4. Coordinate with the vendors for the IT Assets and swags 5. Support the HR Ops team with documentation and BGV  <b>Communication &amp; Collaboration</b> <ol style="list-style-type: none"> <li>1. Create communication channels for the employees like regular 1:1s, Newsletters</li> <li>2. Coordinate with the employees, managers on various people initiatives</li> </ol> <b>Engagement</b> <ol style="list-style-type: none"> <li>1. Administer employee surveys and coordinate engagement programs to enhance employee morale and productivity</li> <li>2. Implement HR Engagement Calendar including (but not limited to) virtual fun games</li> <li>3. Identify opportunities to build efficient HR processes that help create moments of truth for our employees</li> <li>4. Supports Sr. Manager to identify the Learning Needs to address the changing needs of business units, teams and individual employees</li> </ol> <b>People Analytics</b> <ol style="list-style-type: none"> <li>1. Provides insights for the Leadership team on people strategies using the data collected via surveys and interviews</li> <li>2. Provide regular Dashboards and Reports on the overall health of the organization</li> </ol> <b>Culture</b> <ol style="list-style-type: none"> <li>1. Bring Vision, Mission, Principles of Talent500 to life</li> <li>2. Help build the company culture by leveraging existing resources</li> </ol>
	<b>Location</b> Remote
	<b>Compensation (CTC)</b> 6 Months 15k-20k  After 6 Months revised package will be 3-3.5 LPA
	<b>Recruitment Process</b> <b>Will inform later</b>
	<b>How to Apply?</b> All eligible & interested students need to apply on the link mentioned below –  <a href="#">CLICK HERE TO APPLY</a>

**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**