



PR/108834 | Executive- HR Development Center

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1509358

業種

土木

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2024年12月11日 15:37

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

We are looking for a seasoned professional to join a Japanese MNC and take their career to the next level!!

Role: Executive HR Development Center

Dept./Project: Human Resource Development Centre (HDC)

Job Location: HO, Saket, New Delhi

Job Details

1. Proficient in handling Zoom, MS Teams, Online Meetings, and LMS.
2. Employee Data Management in Excel.
3. Knowledge of Excel formulae.
4. Good hold on PowerPoint.
5. Coordination with hotels for venue and other bookings.

6. Open to travel and late sittings (as and when required).
7. Good file/data management skills.
8. Good at phone/mail communication and coordination.
9. Knowledge of ISO (optional).
10. Good in spoken and written English.
11. Pleasing, presentable personality.
12. Preferably residing in Delhi-NCR.
13. Own two-wheeler/four-wheeler (preferably).

Desired Candidate

1. **Qualification:**

- Bachelor in any stream (e.g., Arts/Commerce).
- Additional certifications in Learning & Development, LMS, Trainings.

2. **Work Experience:**

- 2-4 years of experience preferably from a "Learning and Development" profile/background. Similar profiles in HR/Admin roles can be explored too.

3. **Skills:**

- Good personality, knowledge of corporate culture, good communication skills, English proficiency.

会社説明