



## 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

1513770

#### 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

2025年01月07日 02:00

### 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.

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会社説明