



JOB DETAIL

Job Name	Project Assistant (HRD)
Description	NDDB offers excellent work environment with considerable freedom for innovative activities and also provides great learning opportunities to each employee to work in teams of individuals who are highly qualified, competent and committed to the organisational objectives. We are looking for a young and energetic team member for our Human Resource Development (HRD) Group
Job Category	Human Resource Development
Designation	Project Assistant
Profile Summary	Providing assistance in managing operational activities of HRD Group
Key roles and Responsibility	<ul style="list-style-type: none"> • Assist HRD Group in the implementation of Human Resources programs and policies • Assist in documentation management & proper record keeping • Assist in preparing reports, orders and documents • Assist in compilation of data for decision making • Assist in making arrangements for training programs • Assist in preparation of documents for recruitment and selection process and maintaining records • Assist in record keeping & updation in respect of the Performance Appraisal Process • Assist in preparing back-up papers of personnel actions • Assist the team in operational matters • Assist in Attendance/Leave/LTC/LTA document management • Any other tasks assigned by the Reporting Officer.
Qualification & Experience	Full Time Graduate in any discipline from recognized university preferably B.Com/BBA/BA Relevant work experience of minimum 2 years in the field of HR
Location	Anand
Other Essential attributes and skills	<p>Technical Skills/Attributes & Values</p> <ul style="list-style-type: none"> • Basic understanding of policies and procedures of the organisation • Well versed with computer applications • High on integrity, discipline & quality of work • Clear and effective communication and interpersonal skills • Preparation of reports/documents • Working in Team
Remarks	<p>Fixed monthly contractual consideration of Rs. 32,000/- plus PF, subject to statutory deductions</p> <p>The maximum age limit as on 01st February 2022 is 25 years</p> <p>The position is for a fixed term on contractual basis for 03 years.</p> <p>The last date for submission of updated online application is 14 March 2022.</p>
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	