



JOB DETAIL	
Job Name	Project Executive (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 Executive
Profile Summary	Providing assistance in managing operational activities of HRD Group
Key roles and Responsibility	<ul style="list-style-type: none"> • Support the HRD Group in the implementation of Human Resources programs and policies • Support in HRD/OD interventions • Prepare reports in respect of HR interventions • Assist in designing & implementation of Employee Engagement programmes. • Prepare training feedback reports. • Conceptualise and develop IT enabled HR processes. • Assist in Knowledge management initiatives • Assist in preparing various need based HR reports • Coordinate training programs and assist in conducting training need assessments, training sessions for employee development. • Assist in smooth conduct of recruitment and selection process • Support in implementation of the Performance Appraisal Process • Supporting the team in operational matters • Support in HR Policy Administration • Any other tasks assigned by the Reporting Officer.
Qualification & Experience	<p>Full Time MBA/MSW/MHRM/Post Graduate Degree/Diploma in HR/HRD/HRM/Personnel Management or equivalent</p> <p>Relevant work experience of minimum 2 years in the field of HR</p>
Location	Anand
Other Essential attributes and skills	<p>Technical Skills</p> <ul style="list-style-type: none"> • Domain specific knowledge like OB/OD/HR/Employee benefits, labour laws etc. • Well versed with computer applications • Innovative HR practices. <p>Values & Managerial Skills</p> <ul style="list-style-type: none"> • High on Integrity & committed to organisational mandate • Clear and effective communication and interpersonal skills • Preparation of reports/documents • Working in Team • Networking skills
Remarks	<p>Fixed monthly contractual consideration of Rs. 85,000/- plus PF, subject to statutory deductions</p> <p>The maximum age limit as on 01st February 2022 is 28 years</p> <p>The position is for a fixed term on contractual basis for 03 years.</p>

The last date for submission of updated online application is 14 March 2022.

Apply

Cancel

[Privacy Policy](#) | [DISCLAIMER](#) | [Site Map](#)

© 1999-2022, NDDB. All rights reserved. Maintained by Information & Communication Technologies, NDDB & Developed by Bitscape Infotech