

Notice for Placement

Job opportunity for Human Resource Management students

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| Division | Balaji Telefilms Limited |
| Location | Mumbai – Andheri West |
| Department | Human Resource |
| Designation | Management Trainee (HR Associate) |
| Reporting to | Group Head – HR |
| Stipend | INR 15,000-20,000 per month |
| Job purpose | A 360 degree understanding of the functioning of HR at Group Balaji. |
| Scope | Financial Control – NA |
| | Direct Reports-0 |
| | Total Manpower span-150-200 |
| Dimensions | <pre> graph TD A((Vendors, Agencies & Candidates)) --> B((Position Holder)) C((Across Departments based at Set)) --> B </pre> <p>The diagram illustrates the dimensions of the job. It features three circles connected by arrows. At the top is an orange circle labeled 'Vendors, Agencies & Candidates'. An arrow points down from this circle to a red circle labeled 'Position Holder'. Below the red circle is a purple circle labeled 'Across Departments based at Set', with an arrow pointing up to the red circle. To the right of the diagram is a legend box with three entries: a red square for 'Position Holder', an orange square for 'External Customer', and a purple square for 'Internal Customer'.</p> |

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| KRA | <p>HR Generalist</p> <ul style="list-style-type: none"> • Maintaining the Recruitment Database i.e. <ul style="list-style-type: none"> - Screening CV's received from Group Balaji website - Logging the details in the database/ tracker - Setting up initial interviews with the HR Executive - Closing the loop with feedback to the interviewed candidate • Building the brand on social media • Driving the Induction • Tracking talent across competition <p>HR Operations</p> <p>Maintaining HR MIS:</p> <ul style="list-style-type: none"> • Employee Master • Collation of data for Leave MIS • Employee Attendance & leave tracking • Collation of late coming data <p>ATTRIBUTES:</p> <ul style="list-style-type: none"> • Excellent MIS skills • Good communication/interpersonal skills |
| Education Qualification | Graduate/ Diploma in Human Resource Management |
| Yrs of Experience | Fresher / 6 months experience |
| Special Requirements (IF ANY) | NA |
| Skills Job Behavioural | <ul style="list-style-type: none"> • Good Communication skills • Interpersonal Skills • Ownership • Good Personality • High on Integrity • Strong Execution capability • Capable of working on strict timelines |

Interested Candidates can send their resume on below mention email id at the earliest:-

Contact Person: - Carol Vaz

Email id: carol.vaz@balajitelefilms.com

Contact no: - 9619401731

Corporate Office: C13, Balaji House, Dalia Industrial Estate, New Link Road, Andheri(w),
Mumbai – 400053