

Notice for Placement

Job opportunity for Human Resource Management students.

Company Name:- **COLLEGEPOND**

Position:- **HR MANAGER**

Company Website:- www.collegepond.com

Work Location:- **VILE PARLE**

About Company: Collegepond is an online/offline-counselling career guidance, test preparation and admissions counselling outfit. Our primary goal is to guide you to success. Our strength lies in highlighting the most optimal path in achieving your career ambitions. Merely just getting into the college of your dreams will not promise you success in your future endeavours. Your success depends on the decisions and approach you take at every juncture of your experience be it higher education or working life. Based on our experiences in the US environment and inputs received from students who made it on Wall Street, Silicon Valley, Entrepreneurs, and other chosen walks of life, we believe that prior to embarking for higher education, a clear, well thought-out strategy is required.

Spearheaded by Suraj Bajaj (Wharton '91 and Columbia Business School '98) and Jimeet Sanghavi (DJ Sanghvi '04 and Stony Brook '05), **Collegepond** boasts of more than 97% admission success rate to date. Under their guidance, **Collegepond** has been successful in helping students obtain admission to the nation's elite schools.

Job Profile / Responsibilities:

- Complete recruitment process
- Understand requirements from various teams within the firm and source apt candidates.
- Conduct initial interviews, salary negotiations, joining formalities, etc
- Manage employee appraisal
- Well versed with best HR practices.
- Employee induction
- Resource expense management
- Employee engagement activities and the like.

Key Skills: Excellent communication skills, versatile personality, willing to learn and take up challenging roles.

Required Qualification: Graduate & Diploma in Human Resource management

Experience: could be a Fresher or with experience

Other / Special Requirements: none

Remuneration: varies, 2.4 to 3.6 lacs

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

Contact Person: - Neha Jain

Email id: - neha@collegepond.com

Contact no: - 9819238318 (text please)

Corporate Office:

B/501 West View, Kamla Nivas, Bajaj Road, Vile Parle (W), Mumbai - 400056

Landmark: Above Dairy Don Tel: (022) 26103135