

21 May 2014.

Notice for Placement

Job opportunity for Human Resource

Company Name:- **DNA Newspapers (Diligent Media Corporation)**

Position:- **HR Executive**

Company Website:- www.dnaindia.com

Work Location:- **Elphinstone (West)**

Company Background / About Company: Diligent Media Corporation, which owns DNA (Daily News & Analysis), is a Zee Group Company. Launched in Mumbai in July 2005, DNA has fast entrenched itself in the lives of a young and dynamic readership in India's commercial capital Mumbai, in the IT Capital Bangalore, and other key cities such as Pune, Ahmedabad, Surat and Jaipur

Job Profile / Responsibilities: Sourcing, screening resumes through job portals

Handling joining formalities On boarding Issuing offers, Appointment letters etc Offer

Negotiations Updating various MIS reports

Key Skills: Talent Acquisition

Required Qualification: Graduate / DHR

Experience: 6 months – 1 year

Remuneration: upto 2.5 lacs (1 year contract)

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

Contact Person: - Diana Chettiar

Email id: - **diana.chettiar@dnaindia.net**

Contact no: - 022 39801275

Corporate Office: DNA, 11th floor, Tower 3, Indiabulls Finance Centre,
Elphinstone Road.