

3rd March 2014.

Notice for Placement

Job opportunity for: Taxation Consulting

Company Name:- **Ernst & Young Services Pvt. Ltd. (EY)**

Position:- **Client Support Specialist**

Company Website:- **www.ey.com**

Work Location:- **Dadar (W), Mumbai**

Company Background / About Company: **Pls check website**

Job Title (Internal/External)

- Essentials
- Good Communication skills (Written & Oral)
- Proficient in MS word, excel, power point.
- Ability to work under pressure and meet tight deadlines.
- Strong Analytical/Numerical ability.
- Good interpersonal skills
- Enthusiastic and Self Starter
- Team Player
- Ability to grasp details

Job Role :

Your main objective is to help the Tax team deliver quality products using general tax knowledge gained from training or education and assistance from more experienced tax professionals. Contribute to the profitable growth by ensuring client engagements are executed in an efficient manner.

Your client responsibilities:

- Conduct the engagement in a professional manner and in accordance with client expectations and as defined by the terms and conditions of the contract.
- Your people responsibilities:
- Exhibit positive attitude and demonstrate willingness to learn.
- Work constructively with team to evaluate and improve personal and team performance.

- Contribute and leverage knowledge from individuals, databases and other sources.
- Provide timely and high-quality services and work products that exceed client expectations.

Operational Excellence / Day to day responsibilities:

- Participate in executing work within a group by assisting by delivering work effectively, and teaming with tax professionals to provide comprehensive tax solutions.
- Ensure that the areas of work assigned are executed in accordance with the work programme and the firm's methodologies and guidance, and professional standards.
- Use electronic working papers, efficiently including various software applications and sources of knowledge in an appropriate manner to conduct research.
- Acquire and demonstrate competence in technical knowledge, and compliance process by keeping up to date on trends, developments and technical authorities and apply them to moderately complex situations.
- Analyze and convert data into a tax product (advisory/compliance) and ensure accuracy and timeliness of the product.
- Where applicable thoroughly check documents and make available for tax inspections in an appropriate manner.
- Demonstrate professionalism through a positive and cooperative attitude and by maintaining the confidential and proprietary nature of client relationships and related work products.
- Contribute to the overall success of the team by developing a thorough understanding of EY methodologies and tools to enhance service delivery; keeping team members informed of work status; actively seeking assignments when unassigned; proactively seeking opportunities to provide tax services; challenging traditional procedures used in the past; and attempting to find new approach.

Required Qualification: **DTM / Graduate**

Experience: **0 – 2 years min.** Remuneration: **INR 2.14 Lacs p.a**

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

Contact Person: - Richa Parashar Email id: - richa.parashar@in.ey.com

Contact no: - 9820438706 **Corporate Office:** Dadar (W)