

Notice for Placement

Job opportunity for **Human Resource Management**

Company Name:- **Fermenta Biotech Ltd**

Position:- **Trainee – Human Resources**

Company Website:- <http://www.fermentabiotech.com>

Work Location:- **Thane**

Company Background / About Company:

Fermenta (FBL) is a pharmaceutical company based in Mumbai, well established in regulated and semiregulated markets for its API products. FBL manufactures **Vitamin D3 (Cholecalciferol)**, is the only manufacturer and supplier in India and among the top few manufacturers in the world, and constantly looks for value addition. We also have a significant presence in the Biotech space. We are geographically located in Himachal Pradesh & Gujarat in addition to our corporate office at Thane in Mumbai.

Job Profile / Responsibilities:

- To Assist in Recruitment & Selection Process – Coordinating with recruitment consultants, Short listing candidates, Intimating the candidates for interview via mail / Telephone etc.
- Coordinating the joining formalities such as background verification, issuance of ID and Access cards, arranging workstations, etc.
- Conducting induction programme to the new recruits to acquaint them with the various processes and policies of the organization
- To maintain and update the HRIS system implemented in the organization. Maintain employee database, attendance, leave records, record keeping & filing as per ISO processes.
- To assist in appraisal (Confirmation & performance appraisal process).
- Handling exit formalities such as conducting exit interview, issuing of relieving & experience letters, processing full and final settlement
- Preparing MIS reports with crucial data on Manpower and submitting the same to the management for review.

Key Skills:

- Interpersonal skills
- Analytical abilities
- Computer proficiency

Required Qualification: Graduate + Diploma / Certificate course in Human Resource Management

Experience: Fresher

Other / Special Requirements: NA

Remuneration: 1.2 to 1.44 lacs pa

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

Contact Person: - Dhanya Ajit

Email id: - dhanya.ajit@fermentabiotech.com

Contact no: - 022 – 66230705 / 9819544743

Corporate Office: Fermenta Biotech Ltd, 'DIL' Complex, Ghodbunder Road,
Thane(W) 400 610