

Notice for Placement

Job opportunity for Marketing / Finance / Human Resource / Operations / Advertising / for any other kindly specify

Company Name:- **Multimedia Communications Private Limited**
Position:- **HR Intern**

Company Website:- www.mmcworld.com/www.rampasia.in/www.eventworkshop.in
Work Location:- **Mumbai**

Company Background / About Company:

Multimedia Communications is a television production company with an experience of over fifteen years, whose repertoire includes nonfiction shows of all genres including fashion and beauty shows, celebrity chat shows, reality shows, lifestyle shows, health and wellness shows, cookery shows, gadget and automobile shows, women's shows, events, film based shows and travel shows.

All of these, for leading channels like AXN, ZeeTV, Starplus, MTV, Sony Entertainment Television, 9X, Trendz, FTV, Zoom and Share.

We also have an extended family in the form of our associate companies 'The Ramp' & 'The Event Workshop'. They further strengthen our infrastructural abilities. The Ramp and Event Workshop are well-established companies producing fashion shows, beauty pageants and product launches all over the world. The Ramp is also our leading modeling agency. Our sole aim is to redefine the programming and change the face of Indian Television. We are the one-stop shop that can handle all your programming needs....And we do it in style.....

Job Profile / Responsibilities:

1. **End-to-end recruitment.**
2. **Joining formalities, issue of letters (appointment/offer/relieving letter etc).**
3. **Preparation of Monthly performance report.**
4. **Maintenance & updation of leaves.**

Key Skills: Recruitment, HR generalist.

Required Qualification: MBA in HR, or graduate with relevant experience in similar profile.

Experience: 0-6 months

Other / Special Requirements:

1. **Candidate should have excellent communication skills and good command over English.**

2. He/She should have an understanding of job portals.

Remuneration (Stipend): Rs. 6000-Rs. 8000 per month.

Interested Candidates can walk-in at our Mumbai office (address under mentioned) on 23th August 2017 between 11:00AM to 12:00 Noon. Also, please share your resumes on below mention email id at the earliest:-

Contact Person: - Deepika Tripathi/Punanya Virmani

Email id: - mmcworldhr@gmail.com

Contact no: - 9560139099

Corporate Office: MULTIMEDIA COMMUNICATIONS PVT LTD. Mumbai: 206 &213 Golden Chambers, Plot No. B-54, Andheri Link Road, Andheri (W), Mumbai - 400053 (INDIA) Tel: 26736849 / 26736654