

## Notice for Placement

**Job opportunity for** Human Resource Management students.

**Company Name:** - Simkraft Solutions Pvt. Ltd

**Position:** - HR Executive

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

**Work Location:-** Lower Parel

**Company Profile:** SIMKRAFT SOLUTIONS PVT. LTD.

Simkraft Solutions Pvt. Ltd. is an Indian company with an international outlook providing premedia services to customers around the globe. We offer highly sophisticated solutions in premedia, website development, content processing, publishing and digitization to complete our range of services.

### **Job Profile / Responsibilities:**

Job Description -

- Coordinate staff recruitment and selection process as and when required
- Prepare, develop and implement procedures and policies
- Monitor staff performance
- Daily Attendance Management
- Salary Processing
- Good knowledge of Statutory Compliance
- Admin support when required
- Well versed with MS Office/ Excel and good Browsing Skills

**Required Qualification:** Diploma/ PG / MBA – Human Resource Management.

**Experience:** Fresher/1 – 2 years

**Other / Special Requirements:** No

**Remuneration:** 1,25 to 3.00 lacs

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

Contact Person: - Amruta Mhatre

Email id: - **jobs@simkraft.com**

Contact no: - 022-40865555