

Notice for Placement

Job opportunity for Human Resource Management students.

Company Name:- **VFSGlobal**

Position:- **Executive (on Third party payroll)**

Company Website:- www.vfsglobal.com

Work Location:- **Mumbai**

Company Profile: VFS Global is the world's largest outsourcing and technology services specialist for governments and diplomatic missions worldwide. The company manages the administrative and non-judgmental tasks related to visa, passport, identity management and other citizen services for its client governments. This enables them to focus entirely on the critical task of assessment.

With **2763 application centres** and operations in **141 countries** across **5 continents**, VFS Global serves the interests of **61 client governments**. The company has successfully processed over **182 million applications** since its inception in 2001, and over **70 million biometric enrolments since 2007**.

Job Profile / Responsibilities:

- HR functions such as HRIS, Employee Documentation system, Employee personal file, Recruitment, Employee Engagement, HRMIS etc
- Ensuring complete documentation and maintaining personnel files of all employees.
- Maintenance of the database & updating of employee information the HRIS system.
- Uploading document's in the HRIS.
- Timely audit of all the personnel files.
- Systematic tracking of the above mentioned activities.
- Maintain harmonious employee relationship and effective communication with all constituencies.
- Ability to accurately collect information in order to understand and assess the employee needs and situation.
- Exceptional problem solving skills, with the ability to work independently and exercise sound judgement
- Excellent customer service, interpersonal and communication skills
- Ensure that the entire process is completed within the mandated Turn Around Time.

Key Skills:

- Good Communication Skills, Confidence, Proactive & Enthusiastic,
- Proficient in MS Office

Required Qualification: Graduate / Diploma / PG in Human Resource Management

Experience: 0.6 – 4 years

Other / Special Requirements:

Remuneration: Rs 15000 – Rs 20000 CTC

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

Contact Person: - Blaise Lobo

Email id: - blaisel@vfsglobal.com

Contact no: -7977452913

Corporate Office: Lower Parel