



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PURAV MARG, DEONAR – MUMBAI 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)
SCHOOL OF VOCATIONAL EDUCATION

Date : 13 September 2019

JOB DESCRIPTION	
Department	Human Resources
Designation	Sr. Executive/ Assistant Manager
No. of Position	One
Location	Deonar, Mumbai
Purpose of the Role	The Senior Executive/Assistant Manager will assist in the day to day functioning of all activities which fall under the gamut of HR.
Reporting & Accountability	Senior Manager - HR
Role & Responsibilities	1. Handling all the recruitment activities starting from sourcing to on-boarding 2. Ensuring background and reference checks are completed 3. Maintaining various HR MIS and documents/files 4. Execution/Assistance of HR Operations (On boarding to Exit) 5. Execution/Assistance of various HR projects 6. Execution/Assistance of Employee Engagement activities Carry out other duties and responsibilities as required from time to time.
Qualifications	Minimum Bachelors Degree.
Prior Experience	Total experience of Min 1 year – Max 4 years which should be a blend of Recruitment and HR operations.
Competencies	Excellent communication skills Excellent in MS Office skills Ability to prioritize and plan effectively. Initiatives.
Annual CTC	Between INR 2.5 to 3.5 P.A
Any other specification	Fixed term contract for two years(extendable)

Interested Candidates may share their updated resumes on

renuka.tayade@sve.tiss.edu

Contact person: Renuka Tayade, Manager - HR
Contact No. 022-2552 5605

Last Date for applying 30 September 2019