



Research | Consulting | Training

Always Looking for Great People...

Position: HR Executives
Department: Admin
Location: Delhi & Lucknow

AMS (www.amsindia.org) is offering **research-based consulting services** to various Govt. departments and international agencies (**World Bank, Unicef, UNDP, WFP, etc.**). To support the growth of our organization, we require:

HR Executives

Delhi & Lucknow

Job Responsibility

A: Human Resource Management

- To assist in entire gamut of recruitment activities
- To prepare Appointment Letters and other documents
- To keep a record of attendance & leaves of staff members
- To file HR & other official documents
- To handle official correspondences
- To maintain and update various official databases
- To carry out other activities / functions as assigned by senior officials

B: Organizational Development

- To understand the work flow & assist in planning and developing processes for various departments
- To assist the Unit Heads in ensuring regular adherence to the processes
- To analyze the daily reports of staff members and summarize their output against the standard
- To revise the existing processes according to the changing needs of the organization
- To carry out other activities delegated from time to time

Eligibility

- PG in **Management** from a reputed institute (Specialization in HR preferred)
- Computer savvy with a flair for writing
- Excellent command over **Written English** (both in terms of language and grammar); *to be adjudged through an English Writing Test*
- Experienced and Freshers, both are welcome to apply

Remuneration:

- During Probation: **Rs. 4.08 lakh per annum**
- After Probation : **Rs. 5.04 lakh per annum**

It is a full time regular position. Initially, the individual will be hired on a probationary basis. After successful completion of the probation period of 12, the candidate would be placed in the regular cadre with benefits, such as, PF, Health Insurance, Self-Development Allowance, etc.

How to Apply

Interested candidates may mail their detailed CV along with a recent photograph by **31st August, 2022 (Wednesday)** to hrd@amsindia.org clearly mentioning "**HR Executive**" in the subject line.

☞ Only short listed candidates shall be notified by us.