

NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE

3/8/2023

PLACEMENT NOTICE
THIRD YEAR, FRESH GRADUATES AND GRADUATED STUDENTS
of B.COM, BMS & M.COM

KIME Careers , an Ed-Tech company, has an urgent requirement of HR & Operations Executive vacancies.
Details are follows :

NAME OF COMPANY	KIME Careers
JOB PROFILE	HR & Operations Executive Job Type: Full-time
Company Profile	KIME Careers is-an Ed-Tech company that deals in distance learning programs and enrolls students for the same for universities. We bridge the distance between a working professional and college. With an aim to help a working professional decide the right career path towards excellence and growth through the best University Portfolio and prepare them to derive exceptional skills and competence to sustain in ever evolving and challenging markets. Please follow Website: http://www.kimeedu.co.in/ LinkedIn profile: https://www.linkedin.com/company/kime-careers for further details on the company.
QUALIFICATION	<u>THIRD YEAR, FRESH GRADUATES AND GRADUATED STUDENTS</u>
NO. OF VACANCIES	1
OUR UNIQUE PARAMETER	• Great work culture. • Career development opportunities.
RESPONSIBILITIES	• End to end recruitment, selection, screening and managing telephonic interviews for the candidates. • Managing and assisting the Interview process for the recruitment. • HR Admin tasks such as assisting documentation, onboarding formalities, exit formalities, etc. • Operational tasks such as assisting the performance tracking, lead management, etc • Attendance management, assisting the HR & OPS teams for their knowledge regards to inter-branch operations. • Miscellaneous operations such as stationary, drafting reports, managing events, etc • Employee benefits and engagement activities to be carried out.
HOW TO APPLY (NOTE; IT IS COMPULSORY TO REGISTER ON BOTH THE LINKS)	Click on below given link and fill the details https://forms.gle/FJyVNXQr6Ds2wELX9 AND CAMPUS REGISTRATION FORM LINK - https://forms.gle/qJaCTnWGNNE2ifYq5 Latest by 5th August, 2023 till 12 noon.

I/C Principal