

CHARUTAR VIDYA MANDAL
REQUIRES
HR Officer and Other HR Personnel

Positions: Multiple positions are open in Human Resource Department

Charutar Vidya Mandal (CVM) is in the process of establishing a Human Resource Department wherein one senior level HR Officer and a few junior HR personnel would be appointed in the beginning.

Job Description:

A candidate shall be competent to design and implement HR policies; support all HR processes including recruitment, promotion, confirmation, performance appraisal, and training and development; design effective processes, keep and manage HR documentation and record.

Eligibility:

Preferable eligibility includes a master degree with HR as specialization and five years of relevant experience. Understanding of academic needs and processes, user-level knowledge of MS office, proficiency in English and good communication skill are desirable.

No experience is required at junior HR personnel level.

A person can succeed in this role with empathy, service orientation, detail orientation, openness to learn and friendly approach.

Compensation:

Competitive compensation as per the suitability of the candidate for this position and with the CVM culture.

For Inquiry and Application:

For any question call 02692-238355 or write an email to cvmandalvvn@gmail.com. You can email your letter of interest, resume and other credentials via email.

Attention:

Kulpati
Charutar Vidya Mandal
Mota Bazaar
Vallabh Vidyanagar-388120
Anand, GUJARAT.

Last date of Application:

Position(s) is (are) open until filled.