

- 1. Title of advt.: Advertisement for the post of 'Assistant Manager – Human Resources' for TISS School of Vocational Education.**
2. Advertisement No. : **TISS/SVE/January /2020/2**
3. Date of advt. (The date of posting of advt.) : **17 January 2020**
4. Interview type (Based on scrutiny/walk in) : **Based on Scrutiny**
5. Last date of submission of applications : **31 January 2020**

## **Job Title – Assistant Manager – Human Resources**

### **Brief on the Institution**

**In December 2011, Tata Institute of Social Sciences set up the School of Vocational Education (SVE)** to provide immediate and definite interventions to improve the skill levels of millions of youth, through appropriate vocational training programmes. The target beneficiaries include organized and unorganized workforce across the industries and SVE aims to cover every individual who needs to develop employable skills. A vision of creating an ecosystem that would bring back the dignity of labour to all professions and occupations to create sustainable sources of income for the blue collar workforce and youth in the country. For more details visit our website <https://www.sve.tiss.edu/>

**We are looking for a Assistant Manager – Human Resources** who will independently handle Recruitment and execution of other activities of HR Operations and Employee Engagement.

### **Your Responsibilities:**

- Handling end to end Recruitment activities i.e. sourcing to onboarding and other recruitment related activities.
- Handling the background checks
- Maintaining various HR MIS
- Execution of other activities of HR Operations and Employee Engagement

### **Your Skills:**

- Excellent communication skills
- Excellent in MS Office skills
- Process knowledge of HR
- Interpersonal skills
- Eye for detail
- Ability to prioritize and plan effectively.

**Qualification** – Bachelor Degree / Post Graduate

**Reporting to** – Senior Manager

**No of positions** – One

**Location** - This position will be based in Mumbai.

**Arrangement** – Contract for a period of 2 years (extendable based on individual performance and business needs).

**Salary Range** – **3.60L – 4.20L** per annum

**Email your resume/cv to :** [\*\*colet.coelho@sve.tiss.edu\*\*](mailto:colet.coelho@sve.tiss.edu)