

Human Resources Trainee

Greetings from Tetrahedron Manufacturing Services Pvt. Ltd.!

Tetrahedron(TMS) is building its team and hiring for (BBA, BCA, B.Voc, Btech, MBA) as Freshers and Interns.

Tetrahedron started in 2014 and is growing at a 300% Yr-on-Yr basis with 150 active clients across India. We are one of India's Largest End-to-End Service providers to Manufacturing Companies.

We have been working on providing Manufacturing Excellence, Training Services, High-Tech Consulting Solutions, Industry 4.0 Solutions & Low-Cost Automation (LCA) solutions to the Indian industries for the past five years. We are a team of highly motivated people from various reputed colleges of the country and are looking to expand our team for rising future demands.

Job Description:

- Support the development and implementation of HR initiatives and systems
- Provide counselling on policies and procedures
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Create and implement effective on boarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements

Qualification Required

- BBA, BCA, B.Voc, Btech, MBA

Skills Requirements

- Proficiency in English (Both Written and Verbal)
- Hiring
- Human resources management
- Benefits administration
- Performance management
- Communication processes
- Compensation and wage structure
- Supporting diversity
- Classifying employees
- Laws against sexual harassment
- Organization

Duration: 6 months probation period + PPO (depending upon performance)

Internship:- 6 Months

Salary Package and Stipend(Trainee):-

Intern/Trainee : 05K-10K Per Month

PPO/Final Placement - CTC 2.0 to 4 Lakh (Per Annum)

Reporting office-Reporting Office - G7, G Block, Noida Sector 63, Uttar Pradesh- 201307

