

Applicants are required to appear for Walk-In/ Virtual Interview (request for Online interview with prior intimation to [hr@kiht.in](mailto:hr@kiht.in) before 17.10.2021 may be considered) for Interview on **19.10.2021 at 10.30 am** to the Office of KIHT, AMTZ Campus, Pragati Maidan, VM Steel Project SO, Visakhapatnam-530031, with certificates, pay-slips of previous three months, experience certificates and other documents.

### **Consultant - HR**

#### **Terms of Reference:**

- Support Manufacturing Units for HR requirements
- Conducting interviews, assisting in selection and placement of the candidates.
- Organizing Campus Drives
- Coordinating with the HOD's for arranging the interviews.
- Preparing Induction Program and Orientation to the employees towards policies and procedures of the company
- Undertake the assignments, which may be assigned from time to time.

#### **Eligibility:**

- Qualification: Any Bachelor's / Master's degree in HR / MBA (HRM)
- Experience: Minimum 2-3 years of experience in the field of Human Resources. Knowledge in Recruitment & HR Policies will be given preference.
- Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
- Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
- Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
- Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
- Willingness to Travel.
- Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks
- Age above 25 years.