

Interested candidates may appear for Walk-In Interview on **25th January 2019** at 10 am with original certificates relating to Educational Qualifications, Date of Birth, pay-slips for previous three months, experience certificates and other documents as deemed appropriate. Resume may be furnished by email (recruitment.amtz@gmail.com) latest by forenoon of 21st Jan 2019.

Position 1 - Deputy Manager – Human Resources

Job Profile:

- Assist in Screening Resumes, Short listing candidates, Conducting Interviews etc.
- Facilitate Joining formalities, Induction & Orientation.
- Time and Leave Management.
- Employee Engagement and Employee Welfare.
- Maintain employees' Personnel Files and data base.
- Separation and Exit Process.
- Assisting in systematic filing of documentation.
- Facilitate manufacturers, Service Providers, Institution for HR Requirements and Event Managements.
- Undertake other assignments, which may be assigned from time to time

Eligible Criteria:

- MBA – HR / MHRM.
- At least 5 years of work experience in Human Resources.
- Computer proficiency with high level of familiarity in MS Word, Excel, Power point & Web surfing for searching relevant data & documents.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel.
- Age up to 40 years.