

Focus Edumatics Private Limited

1. Official name of the designation: HR Assistant
2. # of vacancies: Two (2)
3. Work timings: 9:30 AM thru 7 PM
4. Educational qualifications required: Should be a graduate.
5. Prior experience/skillsets required: Should have worked in HR Department.
6. Roles and responsibilities:
 - a. Shall scan and upload all employee records to HRMS.
 - b. Shall reply to e-mails from aspirants.
 - c. Shall attend to aspirant walk-in candidates.
7. Reporting hierarchy (reporting to designation): HR Manager/Team Lead
8. Compensation offered: Rs. 10,000 per month.
9. Career growth: Per company norms.
10. How to apply: Submit your resume at our website under “careers” → <http://www.focusedumatics.com/>