

<b>Organization:</b>	<b>ZF CVCS INDIA LIMITED (formerly WABCO)</b>
<b>Job Title:</b>	<b>HR Trainee</b>
<b>CTC:</b>	<b>2.50 LPA</b>
<b>Location:</b>	<b>Jamshedpur, Jharkhand</b>
<b>Departments Eligibility:</b>	<b>HR</b>
<b>Course Eligibility</b>	<b>MBA</b>
<b>Student Gender Preference:</b>	<b>Male/Female</b>

**General Job Description**

- Support HR operations by assisting in recruitment processes, including candidate sourcing, screening, and scheduling interviews.
- Learn and apply HR policies and procedures related to employee onboarding, documentation, and personnel file management.
- Assist in organizing training sessions, workshops, and employee engagement activities to foster a positive work culture.
- Provide administrative support to the HR team, including maintaining HR databases, preparing reports, and handling employee queries.

**Eligibility**

Management

MBA

Fresher

The candidate must have good communication and interpersonal skills

Students from passing out year 2024 can only apply

**Job Reviewed by: Director, Training & Placement**

**Job Approved by: Director, Training & Placement**

**Job opportunity provided through: Training and Campus Placement Department**

**Date: 30/01/2024**