Srinath University
अध्ययन • अनुशासन • अनुग्रहण

JOB DESCRIPTION

Ramkrishna Forgings Limited

Organization:	**Ramkrishna Forgings Limited**
Job Title:	**HR Trainee**
CTC:	**1.8 LPA**
Location:	**Jamshedpur**
Departments Eligibility:	**Management**
Course Eligibility	**BBA/MBA-HR**
Student Gender Preference:	**All**

General Job Description

- Assist the HR team in day-to-day recruitment and employee-related activities.
- Support sourcing, screening, and shortlisting candidates for various job openings.
- Coordinate interview schedules and communicate with candidates.
- Maintain and update employee and recruitment records in HR systems.
- Assist with on boarding and joining formalities for new employees.
- Support attendance, leave, and basic HR documentation processes.
- Prepare HR reports, trackers, and recruitment MIS as required.
- Assist in employee engagement activities and internal HR initiatives.
- Coordinate with different departments to address routine HR requirements.
- Ensure proper maintenance and confidentiality of employee information.
- Support the HR team in implementing company policies and procedures.
- Perform other HR-related tasks assigned by the HR Manager.

Required Skills

- Good communication and interpersonal skills.
- Basic knowledge of recruitment and HR processes.
- Proficiency in MS Office, especially Excel and Word.
- Good organizational and time-management skills.
- Ability to maintain records accurately.
- Positive attitude with willingness to learn.
- Ability to work independently as well as in a team.

Eligibility

Management
Specialization **BBA/MBA-HR**
Fresher
Technical knowledge, good communication, teamwork, and problem-solving skills

Job Reviewed by: Senior Director, Training & Placement
Job Approved by: Senior Director, Training & Placement
Job opportunity provided through: Training and Campus Placement Department

Date: - 03.06.2026