

NOTICE

Placement – SHREENATH SMART TECHNOLOGIES PVT. LTD

Position: Assistant Manager- HR & Operations

1. Monthly CTC - INR 20,000.
2. Qualification- Post- Graduate in Management (MBA/ PGDM), or Work experience in related field.
3. Experience- 0 to 2 Years.
4. Location – Ahmedabad: CG Road and Santej.

KRAs

1. Manage central operations with an objective of creating happy customers and bringing efficacy of processes.
2. General coordination and ensure proper record keeping is done by respective departments.
3. Responsible to manage customer management process from inquiry, complaint, order and related activities.
4. Accountable in monitoring inventory and quality check part of organization.
5. Coordinating with recruitment agencies, universities to identify relevant candidates.
6. Onboarding new candidates as per company requirement.
7. Marketing Activity planning, execution and coordination.
8. Ensure achievement of service level agreements.
9. Coordinate and communicate with respective departments – internal OR external proactively and precisely.
10. Accountable to keep records (where applicable) of given area, accurately and timely OR ensure the same is done by the responsible team member.
11. Ensure processes are followed based on SOP.
12. Ensure to prepare analysis and reports on time and submit to the management according to SOP and/or as and when asked.
13. Analyze operational areas which need changes/improvements and report the same to the management.
14. Business development, customer acquisitions and sales.

Required Skills

- Strong at Analysis, Coordination & Communication. High proficiency in English.
- Vehicle required.

Company website : <http://sstpl.co/>

Students interested may also revert to Dr. Maulik Rathod (maulik.rathod@raiuniversity.edu) Placement Coordinator, Rai School of Management Studies, by May 19, 2024.

**Rajesh Nair
Training & Placement
Corporate Resource Cell**

