



## POSITION

Department	Human Resources
Designation	Sr.Executive / Assistant Manager
Location	Noida
Basic qualification required	Any Graduate + MBA / PG HR
Experience	02 – 07 Years
Brief JD	<p>To be proactive in building relationships with educational institutions, potential candidates amongst professionals of the CRO industry.</p> <p>To deliver processes / practices to improve &amp; achieve organizational &amp; employee performance.</p> <p>To ensure health, welfare &amp; social security of all team members at work place.</p> <p>Anticipate, plan &amp; provide Manpower Plan in synchronization with business growth projections.</p> <p>Develop recruitment &amp; selection plan &amp; monitor its execution</p> <p>Ensure all statutory compliances and to work towards paper less personnel documentation.</p> <p>Design &amp; execute the performance appraisal process</p>