



POSITION: HR TRAINEE
CONTRACTUAL – 1 Post

JOB RESPONSIBILITIES :

- Compile statistical data and create/prepare reports and analysis using the existing systems and records.
- Develop and maintain appropriate records and systems
- Ensure Statutory Compliances in respect of Wages, Salaries, etc.
- Training
- To support all HR activities

QUALIFICATION:

Degree in any discipline and professional qualification in HRM

The candidate should have around 1-2 years working experience in various HR processes, preferably in an Engineering Industry.

AGE :

Preferably around 25 years

GENERAL:

Preference will be given to SC/ST/OBC candidates and relaxations will be as per Government directives. Remuneration will be commensurate with qualifications and experience. Relaxations in experience, qualifications, etc. will be made only in case of deserving candidates. Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed.

Eligible candidates should forward their applications, through post only, to General Manager (HR & ICT), Biecto Lawrie Ltd., P-54 Hide Road Extension, Kolkata 700 088, INDICATING THE POSITION APPLIED FOR.