

Executive- Human Resources/ Management Trainee in Human Resources

Conceptualised in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighbouring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. It is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and the most contemporary medical equipment. Set up at a cost of Rs. 350 crores, the Hospital, with a capacity of 183 beds, serves all sections of the society, with 50% of the infrastructure earmarked for free or subsidized treatment for the underprivileged sections. The hospital provides a wide spectrum of services from diagnosis, therapy to rehabilitation and palliative support in cancer. The Institution's objective is to excel in service, education and research.

To fulfill the above objectives and in order to provide world class services, TMC invites applications for the position of **Executive- Human Resources/ Management Trainee in Human Resources**

Major Deliverables

The position is responsible for providing support in various Human Resource functions which include but will not be limited to the following activities:

- Responsible for coordinating staff recruitment process which would include jobs like screening of resume as per job description and recruitment guideline
- Calling prospective candidates for interview
- Warming prospective candidates for vacancies that might arise in future
- Coordinating the interview process and making interview findings and presenting to Head- Human Resources for further action.
- Responsible for the joining process of new staff which would include the creation of their Employment ID and filling in the personnel data on the system
- Coordinating regarding pre-employment health check up
- Facilitating for smooth placement of the staff in the respective department.
- Tabulation of HR data related to Training, Exit Processes, and other HR activities.
- Co-ordination with regards to the management of staff attendance and other associated processes.
- Responsible for all Outsourced related vendors who work for Tata Medical Center including checking their monthly invoice, checking if the vendors are following the statutory requirements and other jobs related to the management of Outsourced vendors.
- Responsible for other day to day activities of the HR department as and when required
- Work in unison with the other team members in order to complete all HR jobs on time as per departmental requirement

Qualification: MBA in HR or Equivalent

Experience: Minimum 1 year Post Qualification experience. Freshers can also apply

***For more details about the job positions, qualifications, eligibility and application forms, please log on to our website today: www.tmckolkata.com**

Interested candidates may email or post applications by 30th April 2018to:

Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW), New Town, Kolkata – 700156. Email – suvasish.mukherjee@tmckolkata.com.