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RECRUITMENT OF HR PROFESSIONALS FOR VEDAIIT, HYDERABAD

HR EXECUTIVE

Job Description:

- Support in organising recruitment drives, admission tests and interviews for college students through online applications
- On boarding of engineers for training in VEDA IIT and subsequent placement in consortium companies
- Facilitating the training process
- Documentation, record keeping, correspondence, mail communication with students, colleges, universities and consortium companies
- Support in faculty/staff recruitment
- HR functions for VEDA staff
- Organising cultural, co-curricular, social activities and get-together events for VEDA students and staff
- Support for VEDA Alumni
- Any other work that arises from time to time

Eligibility:

Any Graduate with good academic record with a flair for HR activities listed in job description and the following:

- Good communication skills
- Knowledge of MS office
- One to two years of fruitful experience as HR in any organization (Freshers will also be considered with relevant background)

ABOUT VEDA



Since 1997



170+ Batches



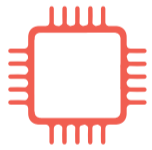
3500+ Students



Well Equipped
Labs



Top rated VLSI
Institute



Latest EDA
Tools



Lead organizers of
VLSI Conferences



Consortium
Companies



MoU with
JNTUH, JNTUK

APPLY ONLINE – WWW.VEDAIIT.ORG

Last date to apply: 16th July 2020

Suitable candidates are called for interview and shortlisted

Date of commencement of Job: Within a week from the date of selection

Salary: Negotiable based on experience and last pay drawn

Terms and conditions: Will be explained at the time of interview /selection



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VEDA IIT, a unit of the VEDA Educational Society

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