

Human Resource - Intern | REDVISION GLOBAL TECHNOLOGIES PVT. LTD.

Designation: HR - Intern	Reports to: Assistant Manager – HR	Job ID: RVGTHR01
Location: Indore	Level: Trainee	Salary Range: 2 LPA – 3.5 LPA (Post Internship)
Experience: 0-1 Year	Qualification: Graduate and above	Terms: Full Time

About Us [REDVISION GLOBAL TECHNOLOGIES PVT. LTD.]

RED Vision Computer Technologies Pvt. Ltd., Offering B2B application services since 2006 to help organizations & IFA to exceed their technological expectations in India & Abroad. Our competencies lie in Enterprise Resource Planning (ERP) Development and Maintenance.

The team's exposure in software implementation, Product ranges starts from Wealth Management Software ERP system which is currently used by more than 4000+ CFPs and MF Advisors across 450+ cities in India who are providing professional advisory services to 55,00,000+ satisfied Online Portfolio users across the globe, which makes Wealth E-office one of the India's largest Wealth management software providers in India, other product ranges from financial website development, Financial tickers & Financial Planning software.

About the role

HR interns work under the supervision of the HR manager to provide administrative support to the HR department. They post and remove job advertisements as needed, schedule interviews with shortlisted candidates, and gather pertinent payroll data. The HR intern's responsibilities include updating employee absence records, filing HR documents accordingly, initiating background checks on shortlisted candidates, and providing suitable recommendations to improve HR policies. You should also be able to draft employee communications notifying staff of policy and procedural changes.

Responsibilities

- Take care of the HR and Admin duties.
- Manage the attendance and leaves of the employees.
- Run the payroll of employees.
Handle complete On-boarding and documentation of employees in Office.
- Matching the profile of the candidates from the existing and short-listing them as per the requirement.
- Sourcing of new candidates if the database is not sufficient.
- Responsible for general administration and maintenance of the Circle Office.
- Ensure proper maintenance of company assets.
- Creating various reports for the management.
- should also be able to draft employee communications notifying staff of policy and procedural changes.

Candidate requirements

- Excellent English communication (Written & verbal).
- Strong Understanding of basic computer languages and Efficient in MS-Office.
- Excellent Convincing & Presentation /Demonstrations skills.
- Relevant HR/Domain Certification done & Clearing Internal and External assessment.
- Preferred NISM SERIES V A - MUTUAL FUND DISTRIBUTORS Certified.

Benefits



Our Campus



Contact Us

Email us: - HR@redvisiontech.com

Contact Us: - **9300910910**

Linked: - <https://www.linkedin.com/company/hrredvision/>

For more Job opportunities: - <https://www.redvisiontech.com/career.php>