

Training & Placement Cell
Dr. B. R. Ambedkar University Delhi
Room No.23, Kashmere Gate Campus
Delhi-110006
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Sub:- Placement opportunity for MA/MBA students of Dr. B. R. Ambedkar University Delhi passing out in 2023 in the company “Posterity”.

Please find the below details of placement opportunity for MA/MBA students of batch passing out in 2023 in the company “Posterity” for your reference and circulation to students to apply on given link by **09.10.2022**.

Registration Link:- <https://forms.gle/qE3TgAwgem7GaTNo9>

Name of the Company:- Posterity, <https://www.posterity.in/>

Designation:- HR-Talent Acquisition, & Business Development

Location:- Noida

Salary:-

HR Talent acquisition: Salary range from INR 4.00 to 5.5 INR

Business Development: Salary range from INR 4.50 to 6.00 INR

About the Company:-

Posterity is a Young and Dynamic Organization. Posterity is a people services organization committed to giving better solutions to its customers. With a cumulative experience of around 50 Yrs. with the leadership team, there is a team of seasoned Human Resource professionals experienced in diverse HR Services.

At Posterity, they understand that “It's people who drive the organizations” and help for hire, Manage, Train & Develop them better. Thus Posterity is retained by the majority of its fortune customers as their preferred people partner.

With the service industry coming up as a primary contributor in the world's economy, Staffing & people services are becoming very important. The Organized Global staffing Industry size is approx. 450- 500 Billion USD and most of the Market leaders are primarily from the Western & Asia Pacific Market.

About the Job:-

- **HR- Talent Acquisition**
- **Business Development**

HR- Talent Acquisition

ROLES AND RESPONSIBILITIES

- Drive and support End to End Recruitment for middle and senior roles
- Support High-End Technical and Leadership recruitment
- Effectively utilize hiring channels - Social media (LinkedIn, Naukri) and internal channels
- Gather and understand the requirements in detail and assess the candidates potential to match the role
- Coordinate with the candidates for understanding their profile, schedule for test, set up interviews with clients' panel, keep candidates informed about the stage of selections.
- Look for more creative ways of hiring, gather and analyze data with useful HR metrics.
- Provide a seamless and transparent recruiting experience for all

KEY PERSONAL ATTRIBUTES

- Excellent communication skills
- Strong interpersonal skills
- Open to learning and ability to accommodate all Stakeholders with diverse perspectives
- Ability to multi-task effectively and prioritize work as part of a fast-paced, startup environment
- Demonstrate strong knowledge of Microsoft products (Word, Excel, PowerPoint, etc.) as well as other recruitment processes

Business Development

ROLES AND RESPONSIBILITIES

- Proactively monitoring and tracking relevant market developments, tracking people moves, following critical company developments, and disseminating the information in a targeted manner.
- Proactively provide insights on industry trends and key companies
- Act as a thought partner to Research & Consulting colleagues, work on search strategy, benchmarking candidates
- Assisting or leading the development of marketing presentations for the practice group

KNOWLEDGE MANAGEMENT

- Building repository of knowledge on the sector/industry, creating org charts, managing people moves and sector movements
- Develop specialist knowledge into sector trends, compensation data and characteristics of the sector

ROLE OF RESEARCH - OUR EXPECTATIONS

- Project Management - Time management, managing deadlines, managing multiple projects, utilizing the right resources and problem-solving
- Thought Partnering - Collaboration with senior consultants & partners, demonstrating conceptual thinking, defining search strategy, benchmarking candidates and appropriate target companies for your sector

- Judgment - Identifying relevant candidates and sources based on industry knowledge, problem-solving ability, insight, and intuition
- Delivering Output - Producing high quality
- Collaboration and Teamwork - Partnering with others on projects and contributing as a part of the team.
- Communication Skills- Confident and strong communicator, representing Posterity adequately, have a professional demeanor

Qualification & Experience for HR-Talent acquisition

1. Bachelor's in any stream plus masters in any stream from a well-reputed university/college

Qualification & Experience for Business Development

1. Bachelor's in any stream plus MBA from a well-reputed university/college
2. Bachelor's in any stream plus masters in Economics from a well-reputed university/college
3. Years of experience: Freshers
4. Candidates with relevant internship experience and projects would be given preference.

Mandatory Skill sets

1. Excellent written and verbal communication skills
2. Strong interpersonal skills
3. Open to learning and ability to accommodate all Stakeholders with diverse perspectives
4. Ability to multi-task effectively and prioritize work as part of a fast-paced, start-up environment
5. Demonstrate strong knowledge of Microsoft products (Word, Excel, PowerPoint, etc.) as well as other content creation tools.

Qualification:-

- MBA
- MA

*for batch 2022-23

ONLY ELIGIBLE AND INTERESTED STUDENTS OF DR. B. R. AMBEDKAR UNIVERSITY DELHI ARE ADVISED TO APPLY.

**(Mr. Sachit Sharma)
Assistant Registrar
Training & Placement Cell**