



## **Eligible Candidates:**

Any Graduate holders of the Year 2017 and 2018.

## **Designation:**

- Process Associate
- Senior Process associate

## **Desired Candidate Profile:**

- Excellent Communication Skill in English with neutral accent.
- Excellent Analytical and Logical Reasoning Skills
- Candidate must have good English written / verbal communication skills. In addition, English Language comprehensive must be good.
- Experience in US international process will be an added advantage but not mandatory.
- Candidates must be open to relocate to any location and work in shifts (where and when required)
- Candidates must be available to join immediately or after completion of graduation.
- Speed & Efficiency from the candidates.
- Team Work to be done.
- Perform under pressure.
- Regularity & Punctuality.
- Good time management and leave management.
- Adaptability and Flexibility.
- Ethics



## **Job Description:**

- Selected candidates will undergo a training program.
- Candidates may be required to work in shifts, as and where required
- The mode of selection for **Process Associate** position comprises of following:

## **Interview Process:**

1. Group discussion
2. Short listed candidates in GD will be appearing for HR round
3. Upon clearing the rounds candidates will be offered a "Conditional Offer Letter" to join on a future date or immediately based on the year of their passing and requirements of the company.
4. No further eligibility tests or interviews will be conducted at our premises.

## **Remuneration**

- Annual pay 1.2Lak to 1.3Lak for the first six months.
- Performance based salary revision upon completion of 12 months and there on.