

Job Description:

HR Trainee / Associate

1) Location:

We are currently looking for candidates in the Udaipur location:

2) Salary Pay-out & Growth Trajectory:

- Competitive salary package commensurate with industry standards and candidate experience.
- We recommend attending the 'Pre-Placement Talk (PPT)' session to understand the Career Progression Path properly.

3) Brief about the Organization:

- Furniture and Fittings Skill Council (FFSC) is an industry-led organization committed to the sustainable development of the furniture and interior industry in India.
- With the support of 1500+ companies, associations, academia, and Skill Ambassadors, FFSC focuses on creating a robust ecosystem through skill development initiatives and collaborative efforts.
- For more information, visit our website www.ffsc.in, and social media platforms.

4) Application & Selection Procedure:

- Interested candidates should submit their resume and other information to the Careers page at <https://ffsc.in/careers>.
- The selection process may include a Pre-Placement Talk, Interview, SOPs, Test, Group Discussion, etc. as deemed necessary. Management holds the final discretion in the matter.

5) About Job Role:

Objective:

- The Associate, Talent Management, will be responsible for engaging with trained and certified learners to inform them about job opportunities and placements across India, as well as coordinating upskilling programs.

Key Responsibilities (KRA):

- *Learner Engagement and Placement Coordination:*
 - Conduct outreach to trained and certified learners through Outbound Calling.
 - Inform learners about job opportunities and placement drives across India.
 - Provide guidance and support to learners throughout the job application process.

- *Upskilling Program Coordination:*
 - Identify and inform learners about upskilling programs to enhance their skills and career prospects.

- *Data Management:*
 - Maintain an up-to-date database of trained and certified learners, job opportunities, and placement track.
 - Track engagement metrics and provide regular reports on learner outreach and placement success rates.

- *Collaboration:*
 - Work closely with the projects team and Stakeholder team to ensure smooth coordination of learner engagement and placement activities.
 - Participate in team meetings and contribute ideas for improving learner outreach and upskilling programs.

Internal & External Interfaces:

- *Internal:* Collaborate with various teams.
- *External:* Engage with potential learners.

Key Performance Indicators (KPI):

- Increase the number of job placements for trained and certified learners.
- Effectively coordinate and increase participation in upskilling programs.
- Ensure accurate and timely reporting of cold calling and relevant sheets.
- Obtain feedback from learners regarding the support provided.

6) Minimum Qualification Requirements:

• *Education:*

- Bachelor's or Master's degree in HR, or related fields.

• *Work Experience:*

- Fresher or 1+ years of experience in telemarketing, customer service, recruitment, or a related role.

7) Competencies:

• *Technical Competencies:*

- Outbound Calling and Learner Outreach
- MS Office Skills

• *Generic Competencies:*

- Excellent Communication: Strong verbal and written skills
- Team Collaboration
- Problem-Solving Ability
- Strategic Thinking
- Result Orientation
- For the three positions, proficiency in the following languages is required:
 - Hindi
 - English