



Guru Gobind Singh Indraprastha University
 “A State University established by the Govt. Of NCT Delhi”
 Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 605

9th June 2023

Sub. Placement opportunity for MBA students of GGSIP University passing out in the year 2023 or previous year passed out batches in the company “IndiaMART InterMESH Ltd.”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for MBA students of GGSIP University passing out in the year 2023 or or previous year passed out batches in the company “IndiaMART InterMESH Ltd.” for your reference and circulation to students to apply on given link by **11th June 2023**:

Registration Link – <https://docs.google.com/forms/d/e/1FAIpQLSfGzSBnIdmtX9P5vp-j4WcbWa9UswV E7pI7qqxK4XbwUfc A/viewform>

Name of Company – IndiaMART InterMESH Ltd.

| Positions | Academic Qualification Criteria | Annual CTC (LPA) | |
|------------------------------------|---|------------------------|-------------------------------------|
| Assistant Manager- HR Operation | 10th & 12th 85% + B.Tech(CS/IT) + MBA (HR) with 60% | 0-20 Months Experience | INR 9.0 LPA (10% Var & 90% Fix) |
| | | > 20 Months Experience | INR 10.0 LPA (10% Var & 90% Fix) |

Selection Process:

1. Technical Round
2. HR Round

Please find attached JD for more information.

LAST DATE FOR REGISTRATION IS **10th June 2023**.

(Ms. Nisha Singh)
 Training and Placement Officer,
 CCGPC, GGSIP University

About IndiaMART:

IndiaMART is India’s largest online B2B marketplace that allows manufacturers, suppliers, and exporters to propose their products directly through the platform to get contacted by its visitors. Founded in 1996, IndiaMART has been recognized as a platform that focuses on providing a platform to Small & Medium Enterprises (SMEs), large enterprises as well as individuals. Our mission is ‘to make doing business easy’.

What makes IndiaMART a GREAT fit for you? When you join IndiaMART, you’ll join a fast-paced, dynamic team and play a key role in our company’s continued double-digit growth. We’re a people business. You’ll work alongside smart, creative, motivated colleagues and have unlimited opportunities to grow. If you love working with people and making the connection between great talent and company success, then IndiaMART is the place for you.



IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Title / Designation : Assistant Manager – HR Operations (Process and Technology)
Location : Noida 135 (Onsite)
Department : Corporate (Human Resources)

About the company:

IndiaMART is India's largest online B2B marketplace, connecting buyers with suppliers. With 60% market share of the online B2B Classified space in India, the channel focuses on providing a platform to Small & Medium Enterprises (SMEs), **large enterprises** as well as individuals. Founded in 1999, the company's mission is '**to make doing business easy**'.

IndiaMART offers a platform to over 170 million buyers to search from over 95 million products and get connected with over 7.5 million reliable and competitive suppliers.

IndiaMART has been the proud recipient of the "Most Promising Company of the Year" at the CNBC Awaaz CEO Awards in 2019, 'Video Content in a Business Website- Special Mention' at Video Media Awards and Summit 2019, 'Best Online Classified Website' at Drivers of Digital Summit & Awards 2018, 'Best Business App Award' at GMASA 2017, 'Special Contribution Award' at WASME – Super SME Awards 2016, Manthan Award South Asia and Asia Pacific 2013 under the 'E-business and Financial Inclusion' category and Red Herring 100 Asia Awards 2008.

IndiaMART has over 4,583 employees located across 48 offices in the country. We look forward to having you as a part of the team.

Position Description:

Proactively identify and implement process improvements that will contribute to more efficient working practices. Partner with HR Business Partner members and Information Technology teams to provide support in understanding of process issues. This includes, reporting, testing, process assimilation, training, and execution with teams. Stay abreast with the latest HR technology, developments, trends and practices, and act as an advocate and promoter for items that should be considered for future initiatives.

Job Summary:

- Collect and compile meaningful HR metrics from current process and policy parameters to identify areas of improvement for enhancing employee experience
- Partner closely with operational stakeholders across departments within the business & be a key bridge of effective interaction and connectivity to develop, implement, and administer HR Processes

- Build and maintain a positive environment to train and develop HR team members to foster understanding of broad HR principles, policies, procedures, and systems with a high level of customer service focus
- Create high quality knowledge base content & communicate that content to the right audience at the right time and act as general HR subject matter expert in operational HR cases
- Assist in the planning and implementation of key organizational/HR initiatives. Collaborate with HR Business partners and business teams to execute programs in a timely and effective manner
- Responsible for building, maintaining, and upgrading KRAs, SOPs, Process Maps and creating documents on various new and existing process
- Reviewing weekly and monthly reports and on real-time basis implementing strategies to on-going challenges and issues
- Come up with new ways to measure employee morale and determine methods for improving overall employee satisfaction
- Assist in communicating company policies and procedures to promote an understanding amongst the employees and foster a working environment which is conducive through effective employee relations activities

Knowledge and Skills:

- Experience with continuous improvement methodologies, project management and process documentation
- Displays robust functional knowledge of HR business processes and best practices
- Excellent communication skills and the ability to communicate with product owners/ business analysts and understand requirements carefully and execute.
- Quick thinking and problem-solving skills with an ability to work independently and as a team player
- Flexible and able to adapt to changing business requirements and challenging situations in a positive and productive manner

Attitude & Behavior:

- Operates with a high level of accuracy & detail in work
- Ability to multitask and work with people at all levels
- Should possess the charisma to guide and motivate people at all levels within the organization
- Respond to intense and complex interpersonal situations with sensitivity & insight

Desired Qualification & Experience:

- MBA (HR) and B.Tech (Computer Science/ IT)
- Experience in Process Implementation