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## Job Description – HR - IPEC

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### Inderprastha Engineering College (IPEC) – a Glance

*Shaping Engineers & Leaders for Future*

- Pioneer education provider in multi disciplines at undergraduate and postgraduate level (B.Tech,M.Tech,MBA, MCA, BBA, BCA)
- **NAAC A+** accredited Institution, **NBA** accredited courses, ISO 9001:2015 Certified
- Carrying the successful legacy of **+25 years (Silver Jubilee)**
- Among **top 10 institutions** affiliated to Dr. APJ Abdul Kalam Technical University (AKTU, U.P.)
- Vision to provide **National Leadership** by excellence in Education, impacting society by *Globally competent* technologies.
- Highly inquisitive students who take risks, experiment, and put novel ideas into action.
- Holistic Development – Shaping young **Do Engineer leaders**.
- Have world class collaborative LEARNING infrastructure for teaching learning practices.
- Hiring *Distinguished faculty members* from the Institutes of repute.
- Our core belief is IPEC Team (I-Integrity, P-Perseverance, E-Encouragement, C-Courage, T- Transparency) leading to collaborative work accomplishment
- Hi – Tech, *Lush Green* Sprawling 7.81 acres, **vibrant Learning** Ecosystem, campus, just 2 Kms away from Anand Vihar ISBT (National Capital), in the midst of Industrial Area

We are looking for *passionate researchers/out of box thinkers/academicians* who have a **go-getter** attitude, have **fire to innovate**, works with **technology driven progressive mindset** and execute the concept of **sustainability** in each task in **learning process** delivery.

We are offering to the *right candidate an excellent compensation package* along with the tools and the environment *to foster intellect and new ideas*.

If you want to **CONTRIBUTE** meaningful to the society at large, join us.

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#### I. Designation: HR Executive

#### II. Job Purpose:

Currently seeking an energetic and innovative **HR professional** who has the drive to help build a growing organization and has the intuitive skills to put the right person in the right position. Candidates should have passion for HR and have outstanding organizational and communication skills.

#### III. Work Experience (Knowledge, Skills and Behavior)

##### KNOWLEDGE

- Major role: **Talent Acquisition/Recruitment**
  - Getting the requirement on vacancies in Manpower Requisition Form from the Head of the department.
  - Searching candidates by using new age social media platforms
  - Understanding the Job description and specification in detail and recording them.
  - Posting the job in various job portals and IPEC career website fortnightly.
  - Searching the right profiles by various sources of recruitment.
  - Aligning and co-ordinating the interviews with the panel.
  - Headhunting for high level positions
  - Relationship management with the consultants and the interviewees
  - Adhering to IPEC Recruitment processes and methods
  - Closing the open positions on time



- Monitor, measure and report on HR issues, opportunities and development plans and achievement within agreed formats and timescales
- Liaise with other functional / departmental head so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purpose and achievements.
- Maintain awareness and knowledge of latest HR development theory and methods and provide suitable interpretation to directors, HoDs and staff within the organisation.

#### **SKILLS**

- Competency of HR Department Building
- Digital HR Skills
- Leadership and decision making skills
- Excellent Communication skills
- Very Good Interpersonal skills
- Strong commercial acumen
- Strong quantitative analysis skills
- Problem Solving skills

#### **BEHAVIOR**

- Dynamic, dedicated HR professional
- Energetic, team player
- Ability to work in fast paced evolving environment
- Ability to handle stress with ease
- Very good interpersonal skills
- Fun, ethical, intelligent, disciplined, creative
- Strong written, oral, e-mail, telephone, presentation communication skills
- Thrives among strong colleagues
- Must be able to manage competing demands, accept criticism and constructive feedback, while being extremely adaptable and flexible.

#### **IV. EXPERIENCE**

- 0 - 1 years of experience in HR Generalist profile

#### **V. EDUCATION**

- High academic credentials
- MBA (HR) from Institute of repute
- Should be throughout first class

VI. **Salary** as per norms

VII. **Location:** Sahibabad, Ghaziabad, Delhi/NCR

VIII. **Apply** for the position by sending your CV on [career@ipec.org.in](mailto:career@ipec.org.in)

IX. You may visit our website's career page at [www.ipec.org.in](http://www.ipec.org.in)